

SA – Student Administration

The Communications component tracks communications (letters/email) to applicants that are completed outside the Student Administration System or through the letter generation process.

The following job aid will outline several areas of Communication Management:

- Add a Communication (Manually)
- Add a Communication (Automatically)
- Review Communications
- Communication Summary
- Operator 3C's Groups Summary
- Communication Details

Add a Communication (Manually):

- Click the Campus Community link.
 Campus Community
- 2. Click the **Communications** link. Communications
- 3. Click the Person Communications link. Person Communications
- 4. Click the Communication Management link. Communication Management
- 5. Search by ID, Last Name or First Name. Once the student has been identified, the ID will carry over and auto populate when Add a New Value is selected. Click the **Add a New Value** tab.





- SA Student Administration
- 6. The student ID auto populates, click the **Add** button.

Communication Management					
Find an Existing Value	Add a New Value				
ID × Q					
Add					

7. On Person Communications, several fields must be completed, although some may auto populate (e.g. Assign Date Time, Institution, your id and name). Select the applicable Administrative Function. For example, ADMP for Admissions Program. Click the **ADMP** link.

Look Up Function	
Administrative Function Description	begins with V begins with V
Look Up Clea	r Cancel Basic Lookup
Search Results	
View 100	First 🕚 1-40 of 40 🕑 Last
Administrative Function	Description
ADMA	Admissions Application
ADMP	Admissions Program
AVAK	Advancement Acknowledgements
AVIN	Advancement Initiatives
AVMB	Advancement Member Benefit
AVMS	Advancement Membership
AWRD	Awarding
BDGT	Budget Maintenance
CASN	CAS Notification
EVNT	Event
FINA	Financial Aid
FINT	Financial Aid Term
GEN	General
	stanting in Cas



Communication Management SA – Student Administration

8. Click the **Look up Category** button and select the applicable category. For example ADMUGR Admissions Undergraduate. Note: The corresponding values adjust according to the previous selections e.g. ADMP was selected, so the category values correspond to that selected function.

	Look Up Category
Isaac S Wu ID 10	Hel
Communication Assignment	Communication Category Degins with V Description begins with V
Assign DateTime 2020/08/26 1:20:15PM *Function ADMP Q Admissions Program	Look Up Clear Cancel Basic Lookup
*Institution University of Calgary	Search Results
Communication Key	View 100 First (1 1-4 or 4 (2) Last Communication Category Description ADMUGR Admissions Undergraduate
*Context Q *Method Q	FGSADM Admissions Graduate Studies UGADMP UGRD ADMP 3Cs
*Direction	
Letter Code	

9. Click the **Look up Context** button and select the applicable Context.

Person Communication	Look Up Context
Isaac S Wu	Communication Category ADMUGR
Communication Assignment	Description begins with V
Assign DateTime 2020/08/26 1:20:15PN *Function ADMP	Look Up Clear Cancel Basic Lookup
*Institution University of Calgary	Search Results
Communication Key Communication Key Address Communication Key Address	View 100 First (1) 1-8 of 8 (b) Last Communication Context Description
*Context Off	ADMOFF Offer of Admission ANOOFF Admissions No Offer
*MethodQ	ANOTIF Admissions Notification APENDG Admissions Decision Pending
Letter Code	PRIORN Adm Offer - Prior Notice Sent TAOFF Tentatitve Adm Offer (COND)
Communication Process Details	······
Communication Date 2020/08/26 🛐 Be	



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- 10. Click the **Look up Method** button. Method is defined by the previous values selected. It indicates the type of communication method used (whether email or general post).

Look Up Method						
Cancel Search R	esults	Help				
View 100	First 🕚	1-2 of 2 🕑 Last				
Academic Institution	Communication Context	Communication Method				
UCALG	ADMOFF	Email				

- 11. Click the **Direction** list and click the **Outgoing Communication** list item. Outgoing Communication
- Click the Look up Letter Code button. Depending on the previous values selected, a list of Letter Codes will appear. Select the applicable Letter Code (not shown).
- 13. If authorized, use the Comments field to include any additional comments related to the Communication.
- 14. Click the **Method Used** list. A list of Methods display. The most common method of communication are E-Mail and Letter. Select the appropriate communication method.

		~
Method Used	Document	
	E-Mail	
	Fax	
	Letter	
lotify	Personal Contact	
	Publication	
	Telephone Call	
	Web	

15. When completing a manual communication the **Variable Data** must be included. Click the **Variable Data** button.

Variable Data

16. Click the **Look up Academic Career** button. Depending on the student there may be two academic careers Undergraduate and Graduate. Click the applicable Academic Career, for example **Undergrad**.



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Look Up Ac	ademic Ca	areer		
Empl Academic Care	ID er =	~		~
Look Up	Clear	Cancel	Basic Lookup	
Search Resu	lts			
View 100 First	t 🕚 1-2 o	f 2 🕑 Last		
Aca	demic Caree	r		
Graduate				

17. Click the **Look up Application Nbr** button and if the student has submitted a previous application select the desired application number.

Look Up Ap	oplication Numb	er			×
					Help
E	mpl ID				
Academic (Career				
Student Care	er Nbr	0			
Applicatio	on Nbr begins with	~			
Academic Inst	itution begins with	~	(2	
Application (Center begins with	~	(2	
Recru	iter ID begins with	~	(2	
Look Up Search Res	Clear C	ancel Basic Lo	okup		
View 100				First 🕚	1-2 of 2 🕑 Last
Application Nb	Academic Institution	on Application Cent	er Admit Type	Recruiter ID	Application Date
42442996	UCALG	GRAD	REG	(blank)	2018/11/22
42286596	UCALG	GRAD	REG	(blank)	2015/01/12

18. When the Variable Data is completed, click the **OK** button.

Variable Data
Academic Career GRAD Q Graduate Programs
Student Career Number 0 Q
Application Number 42442996 Q
Application Program NUM 0
OK Cancel



- SA Student Administration
- 19. Once the Communication fields are completed, the Communication can be saved. Click the **Save** button.

Person Communication			
	ID	* 🖆	
Communication Assistent			
Communication Assignment	it.		
Assign Date	/ime 2020/08/26 1:20:15PM		
*Fund	tion ADMP Admissions Program		
*Institu	University of Calgary		-
Communication	Key		
*Cate	gory ADMUGR Q Admissions Undergra	duate	
*Co	itext ADMOFF Offer of Admission		
*Me	ähod EQ 🥌 Email	×	Checklist Association
*Direc	tion Outgoing Communication	Enclosures	Sequence
Letter (ode 🔍	Include Enclosures	Item Sequence
Communication Process D	etails		
Communication	Date 2020/08/28 🚺 Begin Time	End Time Prin	t Comment
Comm	ents		
Communicatio	n ID 04274535 Q Wilson Gretchen		
Depart	nent Q		
Create Joint Con	Imunications		
Communication Outcome			
Communication Generation I	Jate		
Communication Comp	leted Date Activity	Completed	
Unsuccessful Outcom	e		
	Outcome Reason	×	
Language Use	d		
Method Use	d E-Mail		
V Process Use	d V		

Add a Communication (Automatically)

The next steps are how to add a Communication automatically by using the Communication Icon. The Communication Icon appears on many pages in Campus Community and the following step are the same.





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1. For this example, navigation will be from Student Admissions > Application Maintenance > Maintain Applications. Click the **Add a New Communication** icon.

Biographical Details	Addresses	<u>R</u> egional	Application Program Data	Application Data	Application <u>S</u> chool/Recruiting	Ð
				Ø \star i 🖆		
Academic Institution	¹ University of	Calgary	Appli	cation Number		
Academic Career	Undergradua	ate Programs	(Career Number (D	
Program Data				Find V	iew All 👘 First 🕚 1 of 1 🕑 La	ast
Program Numbe	er 1			*Effective Date 201	7/01/17 🛐 🕂 🗖	-
*Admit Terr	n 2177 🔍	F17	Effe	ctive Sequence	1 🎽 🖗)
*Academic Program	n ARBCH 🔍	ARBCH	Expected G	raduation Term		
*Academic Loa	d Full-Time	\checkmark		*Campus MAI	N Q UCALG	
□ Joint Program			F	Program Choice Alternate 🗸		
Brown Status		A	and the second s	A second	and the second sec	

 A new Communications window will open and the Function will auto populate based on which component is being used (e.g. Admissions). Once Communication Speed keys have been setup (as per User Defaults) they can be included. Please consult the job aid: Setting Up Communication Speed Keys.

Person Communication				
	ID	*	<u> </u>	
Communication Assignment				
Assign DateTime 2020/09/02 2:32:49PM				
*Function ADMP Q Admissio	ons Program			Variable Data
	\checkmark			
*Category				
*Context				
*Method Q		Enclosuros		Checklist Association
*Direction	V		.	Sequence

3. If not using Communication Speed keys the Category, Context and Direction values must be entered. Click the Category. Select the applicable category (e.g. ADMUGR Admissions Undergraduate).





Person Communication	
	au 🖉 ★ 🥝
Communication Assignment	
A	Look Up Category
Assign Date i ime 2020/09/02 2:47:29PM	Hel
*Function ADMP Admissions Pro	gra Communication Category begins with 🗸
*Institution University of Calgary	✓ Description begins with ✓
Communication Key	Look Up Clear Cancel Basic Lookup
*Contaxt	Search Results
	View 100 First 🚯 1-4 of 4 🕩 Last
*Method Q	Communication Category Description
*Direction	ADMUGR Admissions Undergraduate
Letter Code	FGSADM Admissions Graduate Studies
Communication Process Details	UGADMP UGRD ADMP 3Cs

4. Click the Context list. Since the Category value is ADMUGR the values on the Context list are related. Select the applicable context (e.g. ADMOFF Offer of Admission).

Communication Assignment	
Assign DateTime 2020/09/02 2:47:29	PM
*Function ADMP	Admissions Program
*Institution University of Calgary	
Communication Key	
*Category ADMUGR Q	Admissions Undergraduate
*Context	Look Up Context
*Method 🔤 🔍 📐	
*Direction	Communication Category ADMUGR
Letter Code	Communication Context begins with
Communication Process Details	
Communication Date 2020/00/02	Look Up Clear Cancel Basic Lookup
Comments	Search Results
Commenta	View 100 First 🕙 1-8 of 8 🕑 Last
	Comcation Context Description
	ADE Admissions Email
	ADMOFF Offer of Admission
	ANOOFF Admissions No Offer
	ANOTIF Admissions Notification
	APENDG Admissions Decision Pending
Communication ID 0/27/535	EAOFF Early Admission Offer
	PRIORN Adm Offer - Prior Notice Sent
Department Q	I AOFF I entatitve Adm Offer (COND)

5. Click the **Method Used** list. The available Communication methods are Email and Letter. Select the desired method (e.g. Letter). Click the **Letter** list item.



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Communication Assignment					
Assign DateTime					
*Function ADM	/IP	Admissions	Program		
*Institution Univ	versity of Calga	ry	\sim		
Communication Key	Q				
*Category ADM	/UGR 🔍	Admissions	Undergraduate		
*Context ADM	IOFF 🔍	Look Up	o Method		×
*Method	Q			н	elp
*Direction		Cancel			
Letter Code		Search R	esults		
Communication Process Details		View 100	First 🕚	1-2 of 2 🕑 La	ast
Communication Date		Academic Institution	Communication Context	Communication Method	on
Comments		UCALG	ADMOFF	Email	
		UCALG	ADMOFF	Letter	

6. Select Direction and indicate **Outgoing Communication**.

Communication Assignment			
Assign DateTime			
*Function	ADMP 🔍	Admissions Program	
*Institution	University of Calga	ary 🗸	
Communication Key	Q		
*Category	ADMUGR 🔍	Admissions Undergraduate	
*Context	ADMOFF 🔍	Offer of Admission	
*Method	LQ	Letter	
*Direction			Enclo
Letter Code	Outgoing Commun	nication	Include En

Once the Communication menu is complete save the Communication. Click the Save button.
 Save

Review Communications:

- Click the Campus Community link.
 ▷ Campus Community
- 2. Click the **Communications** link. Communications





- 3. Click the Person Communications link. Person Communications
- 4. Click the Communication Management link. Communication Management
- 5. Enter any search criteria you have: ID, Last Name and/or First Name. Click the **Search** button.
- 6. A list of previous communications will display in a grid. Select the desired communication you wish to review.

communication.	a Managamant												
	n management												
inter any informatio	on you have and click Sea	rch. Leave fields blank for	r a list of all va	lues.									
Find an Existing	Mahun Add a Nam Va	hue											
Find an Existing	Add a New Va	iue											
Search Criter	ria												
	ID begins with 🗸		0										
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ommunication Cat	tegory begins with V		4										
Communication Co	Context begins with V		Q										
Natio	onal ID begins with 🗸												
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Last	Name begins with 🗸												
First	Name begins with 🗸												
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7. The top portion of the Communication will indicate the Student's Name and ID #, the date and time the Communication was created as well as any additional information in the Communication.



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Student's Name ID 30050 🖉 🖈 🤐	
Communication Assignment	
Assign DateTime 2020/09/03 8:52:16AM *Function ADMP Admissions Program	Variable Data
Communication Key ADMUGR Communication Key Admissions Undergraduate	
*Context ADMOFF Q Offer of Admission	
*Method L Q Letter	Checklist Association
*Direction Outgoing Communication Enclosures	Sequence
Letter Code	Item Sequence
Communication Process Details	
Communication Date 2020/09/03 🛐 Begin Time End Time Dr Comments	rint Comment

The lower portion of the Communication will indicate who sent the Communication (Communication ID). If desired use the Previous in List to navigate through other Communications or Return to Search to select another Communication. Return to Search will allow another Communication to be selected if desired.

Communication ID 04274535 Q Wilson Gretchen
Department
Create Joint Communications
Communication Outcome
Communication Generation Date
Communication Completed Date Activity Completed
Unsuccessful Outcome
Outcome Reason
Language Used 🗸
Method Used 🗸
Process Used 🗸
🖫 Save 💽 Return to Search 📋 Previous in List 🔛 Notify 🔝 Notify 💭 Update/Display

Communication Summary:

Click the Campus Community link.
 ▷ Campus Community

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- 2. Click the **Communications** link. Communications
- 3. Click the **Person Communications** link. Person Communications
- 4. Click the **Communication Summary** link. Communication Summary
- 5. Search by ID, Last Name and/or First Name. Click the **Search** button.

Communication Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search Criteria
ID begins with 🗸 3005 🛛 🗙
Campus ID begins with V
National ID begins with 🗸
Last Name begins with 🗸
First Name begins with 🗸
Case Sensitive
В
Search Clear Basic Search 🖾 Save Search Criteria

6. Communications display based on the Selection Criteria entered. Define the search by using the look up button or drop down menus to specify the **Function**, **Category**, **Method**, **Direction**, **Letter Code** or **Status**, or a combination of each. Click the **Look up Function** button.

3005	Ø★ ()						
	19						
ection		Letter Code	tatus JI V Sea	irch			
Meth	thod	Letter Code Dire	tion	Function	Assign Date/Time	Date Completed	Sequence
	Met	Method	Method Letter Direct	Method Latter Direction	Method Latter Direction Function	ection Letter Code Asign Date/Time	Letter Code Status Method Letter Direction Function Assign Date/Time Date Completed



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7. A list of Administrative Functions display. Select the applicable function (e.g. ADMA Admissions Application). Click the applicable **Administrative Function**.

	Look Up Function
Communication Summary Operator 3C Group	Administrative Function begins with Description begins with
Selection Criteria Function	Look Up Clear Cancel Basic Lookup
Category Method	Search Results View 100 First (1-40 of 40) Last
	Administrative Function Description ADMA Admissions Application
Search Results	ADMP Admissions Program
General Info	AVAK Advancement Acknowledgements
	AVIN Advancement Initiatives
Process Used	AVMB Advancement Member Benefit
	AVMS Advancement Membership
Edit View	AWRD Awarding
And and a second and a second	BDGT Budget Maintenance

8. If desired, the Category can be indicated. Click the **Look up Category** button and select the appropriate Category.

Selection Criteria		
Function		
ADMA 🔍 Varia	able Data	
Category	Look Up Categ	jory 🗴
Q		Help
Search Deau	Cancel	
General Info	Search Results	
Process	View 100	First 🕚 1-8 of 8 🕑 Last
Edit View	Communication Category	Description
	ADMUGR	Admissions Undergraduate
	EAAUTO	EA/AD Offer-Auto Email Gen
	FACUGR	Faculty Undergraduate
	REGIS	Registration Letters
	SREC	Student Records
Save Or Return	WEBAPP	Generated by Web Application
Communication Summa		

9. If desired, the Method can be selected. The most popular methods are E-Mail and Letter. Click the **Method** list.

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Method	
Document Email Fax Letter Personal Contact Publication Telephone Call	

10. Click the **Direction** list. Outgoing Communication is the most popular direction selected.

Direction	
In Person Incoming Communication Outgoing Communication	

11. Click the **Look up Letter Code** button. A list of Letter Codes will appear. If desired, select the applicable Letter Code. The Letter Codes are pre-populated based on the Function selected (e.g. ADMA).

Selection Criteria Function Qui Variable Data	M	P	
Category Method Direction Category Method Search Results Connect Info		etter Code	Status Jp Letter Code 💌 Help
Process Used	Method	Search	Results
Edit View		View 100	First 🕚 1-8 of 8 🕑 Last
		Letter	Description
		A02	Acknowledgement Letter
		AV2	Formal Adm-Prior Notice-Visa
		CFV	Cond Adm 11 & 12-1st Chc-Visa
🔚 Save 🔯 Return to Search 🔄 Notify		E33	Email COND Offer-Auto-Visa
		E35	EMAIL AD Offer-Auto-Visa
Communication Summary Operator 3C Groups Summary		R02	Wait List Notice
		T22	T2202A
		W64	WebApp-Trns Submission HS Intl

12. If desired, Status can also be selected by All, Complete or Incomplete.





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- 13. Once you have completed the Selection Criteria begin the Search. Click the **Search** button.
- 14. The results display based on the search criteria entered. The ability to edit depends on what access has been authorized. The Edit link transfers to the Communication where, if authorized, edits can be completed. Click the **Edit** link.

	3005	∅ ★							
ection Criteria									
Function			16 🖻 🔛						
ADMP Q Variable Data									
Category Method	Direction		Letter Co	de	Status				
٩	~		✓ Q		All 🗸 S	earch			
earch Results									
General Info Letter Details									
Process Used		Method		Letter Code	Direction	Function	Assign Date/Time	Date Completed	Sequence
View		Letter			Outgoing Communication	ADMP	2020/09/03 8:52:16AM		15
dit View		Email			Outgoing Communication	ADMP	2020/08/19 1:52:52PM		14
tit View Communication Generation		Letter		AV2	Outgoing Communication	ADMP	2017/07/28 11:25:25AM	2017/07/31	5
		Letter		CFV	Outgoing Communication	ADMP	2017/04/21 10:48:27AM	2017/04/24	3
dit View Communication Generation		Letter		A02	Outgoing Communication	ADMP	2017/01/17 12:19:24AM		1
tit View Communication Generation									

15. A new window opens and the top portion displays the date and time the Communication was assigned. As well as other information. If authorized, edits can be completed.

Communication Assignment Assign DateTime_2020/09/03_8:52:16AM "Function ADMP Admissions Program Variable Data "Institution University of Calgary Communication Key Communication Key Communication Key Context Admissions Undergraduate *Category ADMUGR Admission *Context ADMOFF Offer of Admission *Method Letter Enclosures Sequence Letter Code Include Enclosures Item Sequence Item Sequence Communication Date 2020/09/03 [\$] Begin Time End Time Print Comment	
Assign DateTime 2020/09/03 8:52:16AM *Function ADMP Admissions Program *Institution University of Calgary *Institution University of Calgary Communication Key *Category ADMUGR Admissions Undergraduate *Category ADMUGR Admissions Undergraduate *Context ADMOFF Offer of Admission *Method L Q Letter *Direction Outgoing Communication *Direction Process Details Communication Date 2020/09/03 is Begin Time End Time Print Comment	
Communication Key ADMUGR Admissions Undergraduate *Category ADMUGR Admissions Undergraduate *Context ADMOFF Offer of Admission *Method C Checklist Association *Direction Outgoing Communication C Enclosures Sequence Letter Code C Checklist Association *Direction Outgoing Communication C Enclosures Item Sequence Letter Code C Checklist Association *Direction Outgoing Communication C Enclosures Item Sequence Letter Code C C Print Comment Communication Date 2020/09/03 B Begin Time End Time C Print Comment	
Communication Date 2020/09/03 B Begin Time End Time Print Comments	
Sequence Sequence Letter Code Q Include Enclosures Item Sequence Communication Process Details Communication Date Communication Date 2020/09/03 Begin Time End Time Comments Comments	
Communication Process Details Communication Date 2020/09/03 Begin Time End Time Print Comment	
Communication Date 2020/09/03 Begin Time End Time Print Comment	



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The bottom of the Communication window displays additional information related to the Communication. For example, the ID and name of the person who created the communication and the date it was completed.

Communication ID 04274535 Wilson, Gretchen	
Department	
Create Joint Communications	
Communication Outcome	
Communication Generation Date	
Communication Completed Date Activity Completed	
Unsuccessful Outcome	
Outcome Reason	
Language Used 🗸	
Method Used 🗸	
Process Used	
Return to Search	🛃 Add 🖉 Update/Display

16. From the Selection Criteria page, View allows view-only of the Communications. Click the **View** link.

Communication Summary Operator 3C Groups Summa
Selection Criteria
Function ADMP Variable Data
Category Method
Search Results
General Info Letter Details
Mess Used
Edit View
Edit View
Edit View Communication Generation
Edit View Communication Generation
Edit View
Save Return to Search E Notify
Communication Summary Operator 3C Groups Summary



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17. A new window will open displaying the Communication; however when viewing the Communication edits are not allowed. To return to the previous menu, close the window.

Communication Assignment					
Assign DataTime	2020/00/02 8-52-	ICANA			
Assign Date fille	2020/09/03 0.52.	Administration Processor	• •		Variable Data
Function	ADMP	Admissions Program			
Institution	University of Calga	агу			
Communication Key					
Category	ADMUGR	Admissions Undergraduate			
Context	ADMOFF	Offer of Admission			
Method	L	Letter		Check	ist Association
Direction	Outgoing Commu	nication	Enclosures		Sequence
Letter Code			Include Enclosures		Item Sequence
Communication Process Detail	\$				
Communication Date	2020/09/03	Begin Time	End Time	Print Comment	
Comments					
Communication ID	04274535	Wilson, Gretchen			
Department					
Create Joint Commun	ications	Related ID			
Communication Outcome					
Communication Generation Date					
Communication Completed		Date Activity Comp	leted		
Unsuccessful Outcome		,,			
	Outcome Rea	son			
Language Used					
Method Used					
Drocese Lload					
E Cause St. Deturn to Court	T Notify				
Save Q' Return to Search					

Operator 3C Groups Summary:

The Operator 3C Groups Summary displays the 3C access assigned to you. Operator 3C refers to Communications, Comments and Checklists. Click the **Operator 3C Groups Summary** tab.

Operator 3C Groups Summary

When the Inquiry Indicator column is selected, the user has been assigned "View" Access to the list of Communications displayed and edits cannot be completed. If the Update Indicator column is selected, the user has been assigned "Update" access to the list of Communications displayed and can edit Communications.

Note: This is a training account and individual access will vary.

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User ID 04274535	Na	ame Wilson,Gretch	en		
Operator Group Summa	агу				
Institution	Description		Inquiry Indicator	Update Indicator	Delete Indicator
University of Calgary	Advising Session Comments				
University of Calgary	Bachelor of Com Rehabilitation		✓		-
University of Calgary	Bachelor of Health Sciences	ew Access On	V	Update	e Access
University of Calgary	Convocation	CW ACCESS ON	y	\checkmark	
University of Calgary	Co-op/Internship		\checkmark		
University of Calgary	Department		\checkmark	\checkmark	
University of Calgary	Faculty of Education - UGRD		\checkmark		
University of Calgary	Effective Writing		\checkmark		
University of Calgary	Exams, Grades and Transcripts		\checkmark	\checkmark	
University of Calgary	EVDS Admissions				
University of Calgary	Faculty		\checkmark	\checkmark	
University of Calgary	Financial Aid			\checkmark	
University of Calgary	GRAD Admissions		\checkmark	\checkmark	
University of Calgary	Grad Student Annual Prog Rpt			\checkmark	
University of Calgary	GRAD Department Notes		\checkmark	\checkmark	
University of Calgary	GRAD FGS Notes		\checkmark	\checkmark	
University of Calgary	FGS Student Progress		\checkmark	\checkmark	
University of Calgary	GS Enrollment Verfication Ltr		\checkmark	\checkmark	
University of Calgary	Haskayne Sch of Bus - UGRD		\checkmark		
University of Calgary	Law School Admissions		\checkmark		
University of Calgary	Letter of Permission Review		\checkmark	\checkmark	
University of Calgary	UGRD Enrolment Services Notes		✓	\checkmark	
University of Calgary	Faculty of Nursing - UGRD		\checkmark		
University of Calgary	PGME-Admissions		✓		
University of Calgary	RO Enrollment Verfication Ltr		V	\checkmark	
University of Calgary	Student Financials			\checkmark	
University of Calgary	Faculty of Social Work - UGRD		V		
University of Calgary	Student Records		✓	\checkmark	
University of Calgary	UGRD Admissions		V	\checkmark	
University of Calgary	UPO		✓		
University of Calgary	Veterinary Medicine Admissions				
Save 💽 Return to Sea	rch 🔄 Notify				,

Communication Detail:

- Click the Campus Community link.
 ▷ Campus Community
- 2. Click the **Communications** link.
- 3. Click the **Person Communications** link. Person Communications
- 4. Click the **Communication Detail** link.



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5. Enter ID, Last Name and/or First Name. Click the **Search** button.



6. A list of Communications will appear at the bottom. Select the applicable Communication.

Ind an Existing Yalve Scarch Criteria Despring Sequence Number Communication Data Academic Institution brights Academic Institution brights ammunication Cationy begins ammunication Cationy begins and and ID Begins and Cation Sensitive Cate Sensitive	with > 30056	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 9 2 2 2 2 2										
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Sourch Criteria ID begins Sequence Number Communication Data Academic Institution begins ubeinistrative Function <u>Decisits</u> munuciation Category begins National 10 begins Lash National 10 begins First Name begins Case Sensitive	anth > 3005¢	0 	2 0 2 2 2 2 2										
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mmunication Category Degins ; ommunication Context Degins ; National IO Degins ; Campus ID Degins ; Last Name Degins v Fist Name Degins v Case Sensitive	with v	0	2										
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National ID Degins Campus ID Degins v Lasl Name begins v First Name begins v Case Sensitive													
Campus ID begins i Last Name begins i First Name begins i Case Sensitive	with V												
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First Name[begins v Case Sensitive	with with												
Case Sensitive	1111 Y 11												
Search Clear Basic So arch Dosults	earch 🗗 Savi	Search Crilleria											
w All												First @	1-15 0/ 15
ID Sequence Number Comm	unication Date	Name Acade	lemic Instit	itution Administrative	Function Communicatio	n Category Communicatio	m Confext Communica	ation Method National ID	Country NID Short Der	scription National I	D Date of Birth Gende	r Campus ID I	Last Name First
5 1 2017/	01/17 (UCAL	LG	ADMP	ADMUGR	ANOTIF	L	CAN	SIN	********	05/11/1999 Male	(blank)	
5 2 2017/	01/17 4	UCAL	LG	ADMA	WEBAPP	ANOTIF	E	CAN	SIN	*******	05/11/1999 Male	(blank)	
15 3 2017/	04/21 1	UCAL	LG	ADMP	ADMUGR	EAOFF	L	CAN	SIN	*******	05/11/1999 Male	(blank)	

7. The selected Communication will be displayed in view-only mode. No edits can be completed. Use the navigation to search for Previous or Next in List to view other Communications. When completed, close the window or Return to Search.





Communication Assignment					
Assign DateTime	2020/09/03 8:52:	16AM			
Function	ADMP	Admissions Program			Variable Data
Institution	University of Calg	ary			
Communication Key					
Category	ADMUGR	Admissions Undergraduate			
Context	ADMOFF	Offer of Admission			
Method	L	Letter			Checklist Association
Direction	Outroing Commu	nication	Enclosures		Semience
Letter Code	outgoing commu	induction in the second s	Include Enclosure	es	Item Sequence
Communication Process Detail	5				
	2020/00/02	D	F-17-	Print Come	nent
Communication Date	2020/09/03	Begin Time	End Time	Phill Com	nent
Communication ID	0.407.4505				
Communication ID	04274535	Wilson, Gretchen			
Department					
Create Joint Commun	lications	Related ID			
communication outcome					
Communication Generation Date					
Communication Completed	I	Date Activity Comp	oleted		
Unsuccessful Outcome					
	Outcome Rea	son			
Language Used					
Method Used					
Process Used					
Save Return to Search	Previous in Lis	st 🚛 Next in List 🖃	Notify		

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure