

## COMMUNICATION GENERATION PROCESS CHECKLIST

	NAVIGATION	PROCESS	Done
1	Setup SACR > Common Definitions > Administrative Function Table	Select ADMINISTRATIVE FUNCTION	
	Campus Community > Communications > Set up Communications > Standard Letter Table CS	Add a New LETTER CODE	
3, 9, 10	Campus Community > Communications > Set up Communications > Communication Context Table	Add a New CONTEXT <u>OR</u> Add LTR to Existing CONTEXT	
4	Campus Community > Communications > Set up Communications > Communication Category Table	Add a New CATEGORY <u>OR</u> Add Context to Existing CATEGORY	
5, 6, 7	Campus Community > Communications > Set Up Communications > Communication Speed Key Table	Add a COMMUNICATION SPEED KEY, DESCR and SHORT DESCR	
8	Set Up SACR > User Defaults > Communication Speed Keys	Add Comm Key to USER DEFAULTS	
11	Campus Community > Communications > Set up Communications > Communication 3C Groups	Select Comm 3C GROUP(S) for Security - associate with Category	
12	Reporting Tools > Query > Query Manager	Create DATA SOURCE QUERY <u>OR</u> select existing DATA SOURCE QUERY	
13	Campus Community > Communications > Set Up Communications > Communication Data Source	Create COMMUNICATION DATA SOURCE <u>OR</u> use existing if appropriate	
14	Campus Community > Communications > Set Up Communications > Communication Data Source	(A) ADD DS QUERY to Comm Data Source, <u>AND</u> (B) REGISTER and SAVE XML FILE	
15	Microsoft Word > Add-Ins > Oracle BI Publisher	CREATE TEMPLATE with Word Add-Ins	
16	Main Menu > Reporting Tools > BI Publisher > Report Definition - Definition	Create BI PUBLISHER REPORT DEFINITION	
17	Main Menu > Reporting Tools > BI Publisher > Report Definition - Template	(A) Add BIP TEMPLATE to REPORT DEFINITION, <u>AND</u> (B) make changes to other pages as needed	
18	Campus Community > Communications > Set up Communications > Standard Letter Table CS - Define Comm Gen Parameters	Associate REPORT DEFINITION with LETTER CODE	
19	Search in Query Manager > Records for SCC% plus name of Admin Function	Select ADMIN FUNCTION BIND RECORD for PS Query	
20	Reporting Tools > Query > Query Manager	Create PS QUERY (if needed)	
21	Campus Community > 3C Engine > Set Up 3C Engine > Event Definition	Add a new EVENT ID (Event Definition)	
22	Campus Community > 3C Engine > Set Up 3C Engine > Event 3C Groups	Select EVENT 3C GROUP(S) for Event ID Security	
23	Campus Community > Communications > Run 3C Engine	(A) Create a New 3C ENGINE RUN CONTROL (Assign), (B) Enter Prompts, <u>AND</u> (C) Run 3C Engine	
24	Campus Community > Communications > Communication Generation	(A) Add a New Communication Generation Run Control (Generate), <u>AND</u> (B) Run Communication Generation process	
25	POP SELECT PROMPTS (Population Selection, click Edit Prompts)	Campus Community > Communications > Run 3C Engine	
26	ADMIN FUNCTION VARIABLES	See Administrative Function	
27	Reporting Tools > Query > Query Manager <i>and/or</i> Campus Community > Communications > Person Communications...	VERIFY OUTPUT: (A) View Query (B) <u>AND/OR</u> Person Communication	