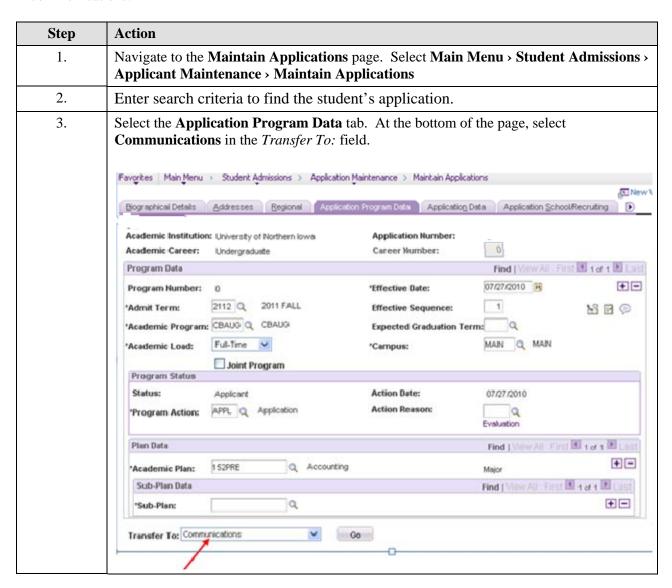


## **CS – Viewing Communications**

**Purpose:** Communications sent may be viewed in PDF format. The table below describes how to view communications.



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Step	Action				
4.	Click the <b>Go</b> button.				
	<b>Result:</b> The Communication Management page displays (with the student ID already populated).				
	Communication Management  Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value	Add a New Val	ue		
	Maximum number of rows to return (up to 300): 300				
	ID:	begins with ▼	TR0001	Q	
	Sequence Number:	= •			
	Communication Date:	= ▼		<b>19</b>	
	Academic Institution:	begins with ▼		Q	
	Administrative Function:	begins with ▼		Q	
	Communication Category:	begins with ▼		Q	
	Communication Context:	begins with ▼		Q	
	National ID:	begins with ▼			
	Campus ID:	begins with ▼			
	Last Name:	begins with ▼			
	First Name:	begins with ▼			
	Case Sensitive				
	Search Clear Ba	asic Search 📳	Save Search Criteria		
5.	Click the <b>Search</b> button.				
	<b>Result:</b> The Person Communication tab displays.				

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Step	Action					
6.	Click the View Generated Communication link in the Communication Outcome section					
	Person Communication Communication Recipient Data					
	IU:					
	Communication Assignment					
	Assign DateTime: 07/29/2010 10:50:05AM					
	Function: ADMP Q. Admissions Program Variable Data					
	*Institution: University of Northern lows					
	Comm Key:					
	*Category: Q. UG Application Communications					
	'Context: APPACK Q UG App Acknowledgement					
	'Method: E Q E-Mail					
	*Direction: Outgoing Communication					
	Letter Code: AAA Q FR App Acknowledgement Emi Include Enclosures Enclosures					
	Communication Process Details Checklist Association					
	Communication Date: 07/29/2010 B Begin Time: End Time: Sequence:					
	Comments:					
	Committee of secretary and secretary and the sec					
	Create Joint Communications Communication Outcome					
	Communication Consider					
	Communication Generation Date: 07/29/2010					
	☑ Communication Completed Bate Activity Completed: 07/29/2010 图					
	Uneuccessful Outcome Reasons					
	Language Used Engish V					
	Method Used E-Mail					
	Process Used CommOon W View Generated Communication					
	Process Instance 2955					
	Save Return to Search - Notify					
	an owner of the control of the contr					
	Person Custom initiation I Control sinceting Parts					
	Person Centra inication I Communication Recipient Data					
	Result: The View Communication page displays.					
	Person Centre inication I Communication Recipient Data					
	Result: The View Communication page displays.  View Communication					
	Result: The View Communication page displays.					
	Result: The View Communication page displays.  View Communication					
	Result: The View Communication page displays.  View Communication					
	Result: The View Communication page displays.  View Communication  Grant Pomerenk  ID: 476647					

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Step	Action			
7.	Click the <b>View</b> button.  **Result: The communication (email or letter) displays in a separate browser window.			
	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □			
	July 29, 2010			
	Dear Grant,			
	Thank you for applying to the University of Northern Iowa! We will review your application and notify you regarding a decision as soon as possible.			
	As an incoming freshman we'll need the following items to review your application: High school transcript			
	Copy of complete senior schedule (if not listed on your high school transcript) ACT or SAT scores (if not included on your high school transcript)			
	Official AP or CLEP scores, if applicable College transcripts, if applicable			
	\$40 application fee			
	You can check the status of any of the above items by monitoring your checklist in MyUNIverse.  To log onto MyUNIverse you will need your username (pomereng) and University ID Number (176617). User logs in directions and eassword requirements can be found at my unively.			
8.	Once you have viewed the communication, close the browser window.			

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