

HOW TO DISPLAY AND MAINTAIN CORRESPONDENCE WITH A PERSON IN BANNER SIS Student Mail Form (SUAMAIL)

General:

This form is used to display and maintain correspondence with a person. It records all correspondence (letters, published materials, etc.) that has been that has been sent to the person. It also records details about the correspondence such as when it was initiated and when it was printed. For example a decision letter would have the date the decision was made as the initiation date and the date the letter was printed as the print date. It is related to form [GUIMAIL](#) which records all correspondence with a person. [SUAMAIL](#) only records correspondence related to the student module (including recruiting and admissions). When a SUAMAIL record is created either letter type or material type should be specified and not both. Where a letter is sent out with an enclosure (a material) two records should be recorded.

Records may be added to SUAMAIL (or in fact to the underlying table GURMAIL) via SRARECR, SAAADMS, and SAADCRV, or Banner may generate records automatically according to the communication plans that have been set up.

Check List:

Before you proceed, you must have the following information:

- McGill ID and application sequence number or program.
- If you are adding an ad-hoc letter or material you should be aware of the letter or material name.

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Student Mail Form" (SUAMAIL)

Type the name of the form **SUAMAIL** in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Double-clicking on the fields "Material" (#5) and "Letter" (#6) will bring up the adjacent tables.

Letter Code Validation (GTVLETR) 6.

Find SA-%

Code	Activity Date	Dup
SA-ACC01-AGR	16-APR-2002	Y
SA-ACC01-ARR	16-APR-2002	Y
SA-ACC01-GRD	16-APR-2002	Y
SA-ACC01BED-CEE	16-APR-2002	Y
SA-ACC01CCA-CEM	16-APR-2002	Y
SA-ACC01CED-CEE	16-APR-2002	Y
SA-ACC01CFN-CEM	16-APR-2002	Y
SA-ACC01CTR-CEL	16-APR-2002	Y

Find OK Cancel

Material Code Validation (STVMATL) 5.

Find %

Code	Description
AAPP	ARR App for Admission
ARCH	School of Architecture Booklet
ARTS	Faculty of Arts Book
ATHL	Athletics Book
CALL	Calling All Pamphlet
COMP	Computer Science Booklet
DIET	Dietetics & Human Nutrition
EAPI	Earth & Planetary Sc Infosheet

Find OK Cancel

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	ID	Enter or {Select} the Banner ID of the person whose mail you want to view or maintain.			
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			
Student Mail						
✓	2.	System	Enter or {Select} the system (e.g. S for Student) to which the mail relates.			
Letters only	3.	Term	Enter or {Select} the term to which the mail relates.			
Letters only	4.	Prog 1	Find program from returned list (where required)		Materials - N/A Other Letters - N/A Decision Letters- using Flashlight to the right of program find the application on SAASUMI for which the letter applies and {Select} the program	Form referenced: Application Summary Form (SAASUMI)
Material only	5.	Material	Enter or {Select} the material code corresponding to the mail you want to		If you are entering data for a letter, leave this field blank and enter the letter code in the Letter field.	Form referenced: Material code Validation Form (STVMATL)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			send.		<p>If you are entering data for a Material, select the material and leave the Letter field blank</p> <p>If Material code is selected, then the processing of duplicates will be governed by the duplicate handling specified on STVMATL.</p>	
Letters only	6.	Letter	Enter or { Select} the letter code corresponding to the mail you want to send.		<p>The description for the Letter code, if it selected, or of the Material code if selected, is automatically displayed in the box to the right of the letter code.</p> <p>If Letter is selected then the processing of duplicate letters will be governed by the duplicate handling specified on GTVLETR.</p>	Form referenced: Letter code Validation Form (GTVLETR)
✓	7.	Initiated			The date the mail was assigned to the individual. Today's date is generated by the system as the default, but can be overridden by the user.	
✓	8.	Mod	Enter the module to which the mail relates.		Module. There is no validation table for module. We recommend A for Admissions, R for Recruitment and S for Student.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	9.	Release/Print			The date the mail was printed or sent to the individual. When the letter generation process is run, this field is updated automatically with the date of the run. The print date can also be entered or changed manually.	
✓	10.	Published/Generated	Select the appropriate button to indicate whether the mail is a generated document (Letter). or a published document (Material)			

Mail Record Additional Window

Mail Record Additional Information SUAMAIL 5.0 (QA)

System: 200301 Module: Material:

Letter: SA-ACC01-ARR General Acceptance Published:

Initiated: 03-APR-2002 Print: 03-APR-2002 Generated:

Originator: 1. User: 2. Initials: 3.

Plan: 4. Quantity: 5. Wait: 6.

7.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Originator			The entry in this field is generated by Banner and is not updateable by the user. It displays: S if the mail record has been system generated (e.g. through a communication plan or running letter generation), or a U if the mail record has been manually entered by a user on SUAMAIL .	
	2.	User			The entry in this field is generated by Banner and is not updateable by the user. It displays the Banner User ID of the person who initiated the	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					letter – i.e. manually assigned the letter on SUAMAIL or ran the letter generation process or approved the communication plan inclusion.	
	3.	Initials			The initials associated with the letter on SOAMATL are automatically displayed here as the default. They may be overridden if the {Override Initials} checkbox has <u>not</u> been ticked on SOAMATL .	Form referenced: Material Form (SOAMATL)
	4.	Plan			The entry in this field is generated by Banner and is not updatable by the user. It displays the code of the communication plan that initiated or assigned that mail record. If the mail record was not assigned via a communication plan, this field is left blank.	
	5.	Quantity			Banner documentation says that this is the number of copies to be sent. However, testing does not seem to show any difference between leaving this field blank and entering a number of 1 or 2. Instead if a duplicate is	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					created, a new mail record is added to SUAMAIL for the duplicate item.	
	6.	Wait			The wait period is the number of days that must elapse after the mail is initiated, before the mail will be processed and printed. The wait days associated with a material that belongs to a communication plan are automatically displayed here as the default. The wait days are originally entered on SOACGRP or SOACPLN . They may be overridden by the user if desired, with values of 0–365, or 999 to hold the mail record indefinitely.	Forms referenced: Communication Group Form (SOACGRP) Communication Plan Form (SOACPLN)
	7.	Return			Return to the main window.	