

HOW TO VIEW AND UPDATE SCHOOL MAILINGS

School Mailings Form (SWFMAIL)

General

The **School Mailings** web form allows users to look up schools so that they will be able to add/update/delete departmental mailing addresses (address units), add/update/delete information on the type and quantity of materials that are mailed to each address (mailing rules) and to view the mailing history for each address. The mailing rules are referenced for mass mailings to schools which take place a few times per year. The web form also allows the ability to record an 'ad hoc' mailing to a school without including it in the regular mass mailing rules.

Check List

Before you proceed, you must have the following information:

- School Code (SBGI Code) or School Name

1. Go to the **Minerva Information website** (<http://www.is.mcgill.ca/minerva>), select "**Minerva Login**" from the top menu.

2. You will then be asked to login. Enter your **McGill ID** and **PIN** and click on **Login**.

e.g. McGill ID: 150123456 PIN: 987654

You will then be asked to **re-enter your PIN** for verification. Click on **Login**.

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User Login

This is a private information system for use by authorized personnel only. Unauthorized access may lead to legal prosecution.

Please enter your 9 digit McGill Identification Number (ID) and your 6 digit Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

McGill ID:

PIN:

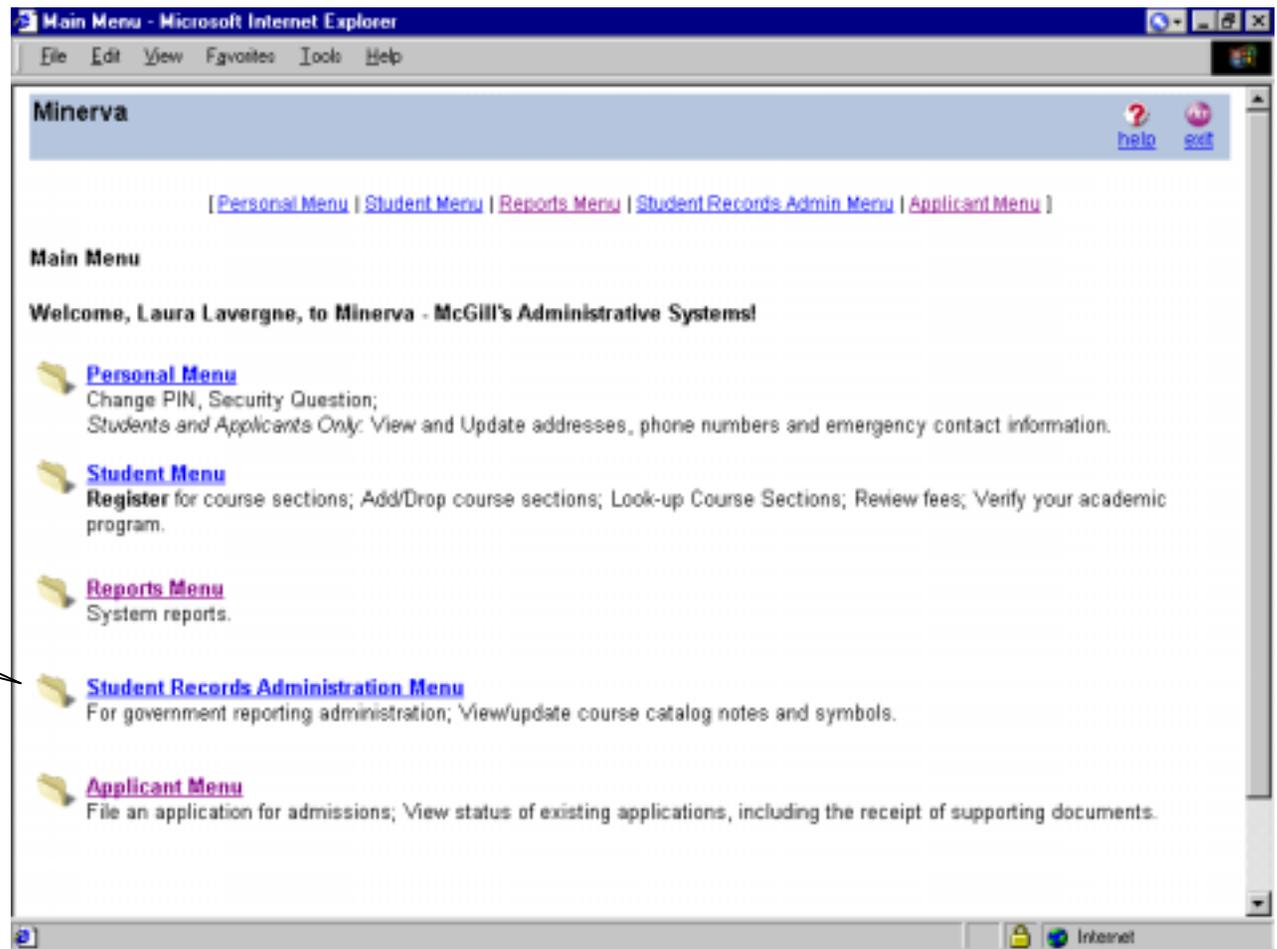
Login Reset

Release: 4.0.1

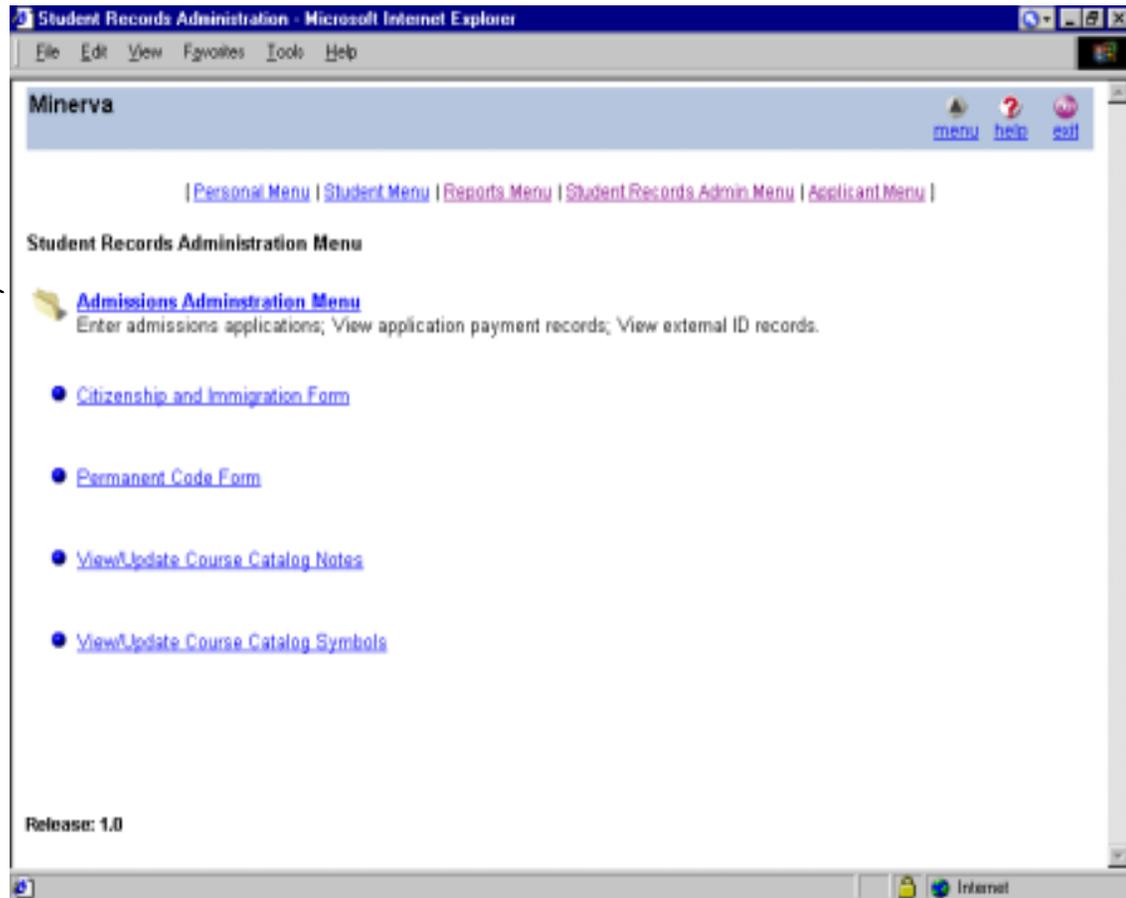
Done

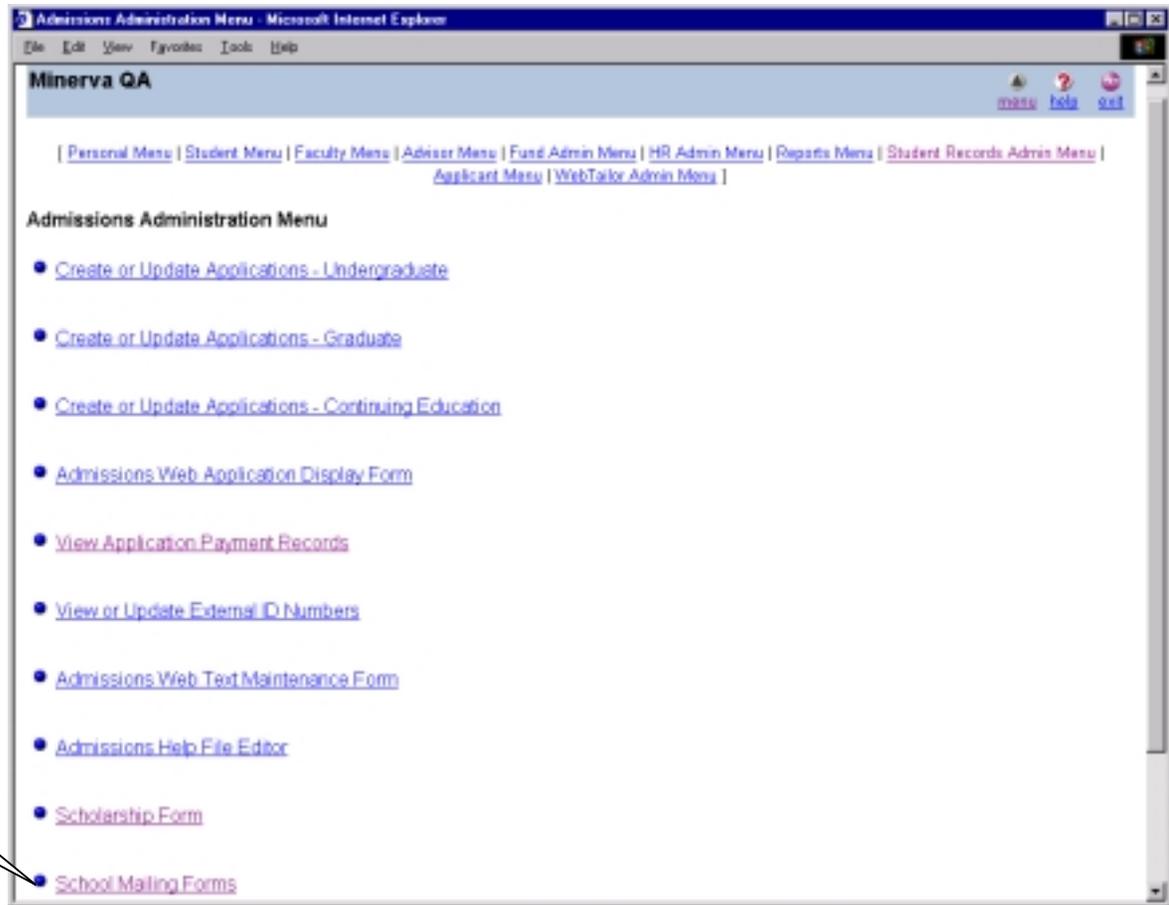
You have now logged in to the Minerva Web Product.

3. Click on the **Student Records Administration Menu** item.



4. Click on the menu item
**Admissions Administration
Menu.**





5. Click on the submenu item
School Mailing Forms.

School Search

Enter data in any of the search fields to narrow down your selection. At least one field must be entered.

Since many school names are abbreviated and include accented characters it is recommended that you search on the city field using wild cards.

6. Enter the school code or enter the search criteria to locate the school. Click on **Submit**.
(Click on REFRESH to remove all the criteria you entered.)

Minerva QA

[[Personal Menu](#) | [Student Menu](#) | [Faculty Menu](#) | [Admiss Menu](#) | [Fund Admin Menu](#) | [HR Admin Menu](#) | [Reports Menu](#) | [Student Records Admin Menu](#) | [Applicant Menu](#) | [WebTaylor Admin Menu](#)]

School Mailing Forms

- This form allows you to search for any school with a school record. Type in the School Code if available, and click on Submit to find the record.
- If you don't have the School Code, perform a search using any of the other fields, adding wildcards (% _) to narrow your search. If you are using Type, State/Prov. or Nation as search criteria, please use at least one more field to refine your search
- Please note that wildcards are not allowed on Type and School Code

Type	School Code	School Description	City	State/Prov.	Nation
<input type="checkbox"/>	<input type="text"/>	%Dawson%	Montreal	QC	<input type="text"/>

Submit Reset

Release: 1.0

Field Name	Description
Type	Enter 'H' if you are searching for a high school; enter 'C' if you are searching for a CEGEP, College or University
School Code	6-digit school code.
School Description	Name of Institution. It is recommended that you enter partial names using the '%' wild cards.
City	City that school is located in. Use wild cards - ex. %Beijing%
State/Prov.	State or province that school is located in.
Nation	Country the school is located in. Use wild cards if you are unsure of the spelling.

School Selection

7. A list of records matching your criteria will appear. Click on the School Code of the school you wish to view information for.

Minerva QA

| [Personal Menu](#) | [Student Menu](#) | [Faculty Menu](#) | [Advisor Menu](#) | [Fund Admin Menu](#) | [HR Admin Menu](#) | [Reports Menu](#) | [Student Records Admin Menu](#) | [Applicant Menu](#) | [WebTutor Admin Menu](#) |

School Mailing Forms

- Click on the School Code to obtain a list of address units(if any), to access the school's primary address, mailing history and mailing rules.

Type	School Code	School Description	City	State/Prov.	Nation
C	C28756	Dawson College	Montreal	QC	Canada

Release: 1.0

School Mailing Form - Microsoft Internet Explorer

Minerva QA

[[Personal Menu](#) | [Student Menu](#) | [Faculty Menu](#) | [Advisor Menu](#) | [Fund Admin Menu](#) | [HR Admin Menu](#) | [Reports Menu](#) | [Student Records Admin Menu](#) | [Applicant Menu](#) | [WebTailor Admin Menu](#)]

School Mailing Form

- Click on the School Code or the Seq. No. to access the Mailing Rules of the School or the Address Unit respectively.
- Click on View Mailing History to view mailing history or to add Ad Hoc Mailing.
- Click on the Address Unit Description to update the unit address or to delete the address unit.
- To insert a new address unit, please enter the Address Unit Description at the bottom and then click on Insert button. The school's primary address will default in.

Primary Address

School Code	C28756
School Description	Dawson College
Address	3040 Sherbrooke St West
City	Montreal
State/Province	QC
ZIP/Postal Code	H3Z 1A4
Nation	Canada
View Hist./Add Mailing	View Mailing History

Address Unit

Seq.No.	Address Unit Description	Address	View Hist./Add Mailing
1	Registrar's Office	Academic Advisor 3040 Sherbrooke St West	View Mailing History
2	Academic Advising Centre	Academic Advisor 3040 Sherbrooke St West	View Mailing History
3	Career Resource Center	3040 Sherbrooke St West Room 2e15	View Mailing History

Add Address Unit

Sequence Number:

Address Unit Description:

[Return to Search Page](#)

Release: 1.0

8. Click on the School Code to access the mailing rules for the primary school address.

12. Click here to view mailing history of the primary address

11. Click here to view the mailing history for a specific unit.

9. Click on a sequence number to view mailing rules for the specific units.

10. Click on the address unit to view and/or modify the mailing address.

Step 8: Primary Address Mailing Rules

School Mailing Rules - Microsoft Internet Explorer

Address https://triton.cc.mcgill.ca:4449/pls/tbild/hzskmail.P_Mailing_Rules?schoolcode_in=C28756

Minerva - TBILD [help](#) [exit](#)

[[Personal Menu](#) | [HR Admin Menu](#) | [Reports Menu](#) | [Student Records Admin Menu](#) | [Applicant Menu](#)]

School Mailing Rules

Primary Address

School Code	C28756
School Description	Dawson College
Address	3040 Sherbrooke St West
City	Montreal
State/Province	QC
ZIP/Postal Code	H3Z 1A4
Nation	Canada

Displays current mailing rules for the primary address

Add Mailing Rule

Material	Qty	Characteristics
-Available Choices-		-Available Choices-

Insert

In this case no current mailing rules are attached to the primary address.

No history is retained for mailing rules. To view what was sent to the primary address in previous years see the mailing history form.

[Return to Search Page](#)

Step 9: Address Unit Mailing Rules

School Mailing Rules - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://triton.cc.mcgill.ca:4449/pls/tbild/hzskmail.P_Proc_Rules Go

The change has been saved.

Address Unit

School Description	Dawson College
Sequence Number	1
Address Unit Description	Registrar's Office
Address	Academic Advisor 3040 Sherbrooke St West
City	Montreal
State/Province	QC
ZIP/Postal Code	H3Z 1A4
Nation	Canada

Displays current mailing rules for the address unit.

No history is retained for mailing rules. To view what was sent in previous years see the mailing history form.

Mailing Rules

Material	QTY	Characteristics	User	Activity Date	Maintenance
Calendar - UG Scholarships	1	Mailing - ARR Fall	LLAVER	26-SEP-02	Delete Update
UG Application - Bilingual	50	Mailing - ARR Fall	LLAVER	26-SEP-02	Delete Update

In this case 2 mailing rules are attached to the selected address.

Add Mailing Rule

Material	Qty	Characteristics
-Available Choices-		-Available Choices-

Insert

Mailing Rule Fields

Field Name		Description
Address Unit		
1.	School Description	School Name
2.	Sequence Number	Sequence Number of Address Unit of School
3.	Address Unit Description	Name of department or office where we are sending mailing
4.	Address	Street line address of the address unit
5.	City	City of the address unit
6.	State/ Province	State or province of the address unit (if applicable)
7.	Zip/ Postal Code	Zip/Postal code of the address unit (mandatory if Canada)
8.	Nation	Nation of the address unit
Curent Mailing Rules		
9.	Material	Type of material mailed
10.	Quantity	Quantity of material mailed
11.	Characteristic	Type of mass mailing the material and quantity are associated with
12.	User	User who added the current mailing rule
13.	Activity Date	Date the mailing rule was added
14.	Maintenance	Select UPDATE to change the material, quantity or characteristic associated with the mailing rule Select DELETE to remove a mailing rule from future mailings.
Add Mailing Rule		
9.	Material	Type of material to include in future mailings

Field Name			Description
	10.	Quantity	Quantity of material to be sent in future mailings
	11.	Characteristic	Type of mass mailing the material and quantity are associated with

Select ***INSERT*** to add the new mailing rule.

Step 10: Mailing Unit Address Update

Use this form to modify or delete the current address associated with the specific address unit. No address history is retained.

To update an address make the changes in the appropriate fields and click on **UPDATE**.

To delete an address, click on **DELETE**.

https://triton.cc.mcgill.ca:4449/pls/tbild/hzskmail.P_Modify_Mailing?schoolcode_in=C28756&seqno - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://triton.cc.mcgill.ca:4449/pls/tbild/hzskmail.P_Modify_Mailing?schoolcode_in=C28756&seqno_in=1 Go

Minerva - TBILD help exit

[[Personal Menu](#) | [HR Admin Menu](#) | [Reports Menu](#) | [Student Records Admin Menu](#) | [Applicant Menu](#)]

Address Unit

School Description	Dawson College
Sequence Number	1
Address Unit Description	Registrar's Office
Address	Academic Advisor
	3040 Sherbrooke St Wes
City	Montreal
State/Province	Quebec
ZIP/Postal Code	H3Z 1A4
Nation	Canada
Activity Date	26-SEP-02

Update Delete

NOTE: The school's primary address cannot be modified here. This must be done in the Banner form SOASBGI.

Step 11/12: Mailing History Form (Primary address)/ (Address Unit)

Use this form to view history of mailings to the selected address (either primary or address unit).

School Mailing History - Microsoft Internet Explorer

[Personal Menu | Student Menu | Fund Admin Menu | HR Admin Menu | Student Records Admin Menu | Applicant Menu]

School Mailing History

The change has been saved.

Address Unit

School Description	Dawson College
Sequence Number	1
Address Unit Description	Registrar's Office
Address	Academic Advisor 3040 Sherbrooke St West
City	Montreal
State/Province	QC
ZIP/Postal Code	H3Z 1A4
Nation	Canada

Materials Mailed

Material	Quantity	User	Mailing Date
Calendar - UG Scholarships	1	BANCP10	26-SEP-02
UG Application - Bilingual	50	BANCP10	26-SEP-02
UG Application - Bilingual	50	BANCP10	26-SEP-02

Add Materials(Ad Hoc Mailing)

Material	Quantity
-Available Choices-	<input type="text"/>

Add Letters(Ad Hoc Mailing)

Letter	Print/Visit Date(YYYYMMDD)
-Available Choices-	<input type="text"/>

You can also add an ad-hoc mailing of a material or a letter. Add-hoc mailing are one time mailings and will not be added to the mailing rules.

Mailing History Fields

Field Name		Description
Address Unit		
1.	School Description	School Name
2.	Sequence Number	Sequence Number of Address Unit of School
3.	Address Unit Description	Name of department or office where we are sending mailing
4.	Address	Street line address of the address unit
5.	City	City of the address unit
6.	State/ Province	State or province of the address unit (if applicable)
7.	Zip/ Postal Code	Zip/Postal code of the address unit (mandatory if Canada)
8.	Nation	Nation of the address unit
Materials Mailed (history) Display only.		
9.	Material	Type of material mailed
10.	Quantity	Quantity of material mailed
10.	User	User who updated the history (will normally be a batch program)
10.	Mailing Date	Date the materials were mailed
Add Materials (Ad Hoc Mailing) For information purposes only - requires manual preparation of address labels		
9.	Material	Material that is being mailed as a one time mailing
10.	Quantity	Quantity of material that is being mailed as a one time mailing
Add Letters For information purposes only - requires manual preparation and mailing of letter.		

Field Name			Description
	11.	Letter	Letter that is being mailed as a one time mailing (example: one time advisory or newsletter)
	12.	Print/Visit Date	Enter the date the letter was sent. Format is yyyy/mm/dd.

Troubleshooting:

Timed out of Minerva Web Product

If you are inactive for an extended period of time you will be automatically logged out of the Minerva Web Product. The login box will reappear, simply re-enter your McGill ID and PIN and continue.

