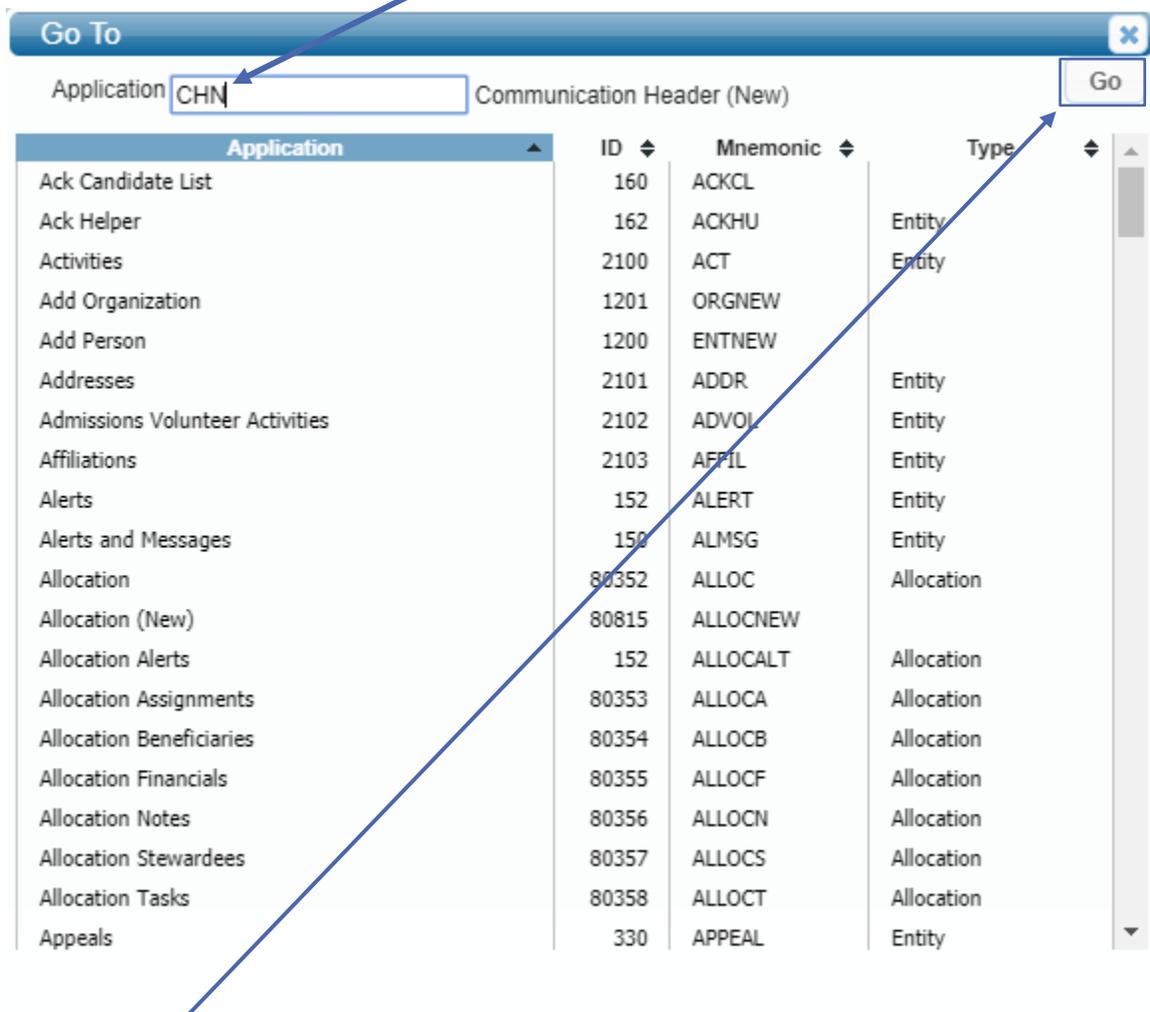


# How To Create Communication Header (Alumni Association)

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1. Log in to Advance.
2. Click **Go To**  from the **Main Menu**.
3. In the **Go To** window, type **CHN** in the Application Box.



Application	ID	Mnemonic	Type
Ack Candidate List	160	ACKCL	
Ack Helper	162	ACKHU	Entity
Activities	2100	ACT	Entity
Add Organization	1201	ORGNEW	
Add Person	1200	ENTNEW	
Addresses	2101	ADDR	Entity
Admissions Volunteer Activities	2102	ADVOL	Entity
Affiliations	2103	AFFIL	Entity
Alerts	152	ALERT	Entity
Alerts and Messages	150	ALMSG	Entity
Allocation	80352	ALLOC	Allocation
Allocation (New)	80815	ALLOCNEW	
Allocation Alerts	152	ALLOCALT	Allocation
Allocation Assignments	80353	ALLOCA	Allocation
Allocation Beneficiaries	80354	ALLOCB	Allocation
Allocation Financials	80355	ALLOCF	Allocation
Allocation Notes	80356	ALLOCN	Allocation
Allocation Stewardees	80357	ALLOCS	Allocation
Allocation Tasks	80358	ALLOCT	Allocation
Appeals	330	APPEAL	Entity

4. Click **Go**.

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5. This will open the [Communication Header List](#) window.
6. Fill out the required fields.

Communication Header (New)		Actions	Print			
Communication Header (100376)		Save	Cancel	Actions	Help	↑
Comm Code*	A					
Description*	B					
Sort Name						
Medium*	C	Type*	D			
Content	E	On Behalf Of	F			
Date Scheduled	G	Date Sent	H			
Organization*	I					
Contact*	J					
Unit Responsible*	K					
Comment	L					
Pieces Sent		Individuals Touched				
Bounced/Returned		emails Unopened				
email Click Throughs		emails Forwarded				
Postal Cost		Phone Cost				
Staffing Cost		Supply Cost				
Vendor Cost		Other Cost				
Total Cost						
Assoc Event						
Assoc Memb Appeal		N				
Assoc Gift Appeal						

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- A. Comm Code\* - Enter a Comm Code that includes the following:
  - Year (Numeric)
  - Month (Alphabetic)
  - Descriptive (Alphabetic)
  - Example: 19ARJE (2019-Arkansas-June)
- B. Description\* - Description of the Communication
- C. Medium\*
  - Snail Mail
  - eMail
- D. Type\* - Use any EXCEPT:
  - Do **NOT** Use
    - i. **Acknowledgement**
    - ii. **Letter**
    - iii. **Special Occasion**
- E. Content
  - Affinity
  - Alumni Tours
  - Event
  - Membership
- F. On Behalf Of - Use any EXCEPT:
  - Do **NOT** Use
    - i. **College**
    - ii. **Department**
- G. Date Scheduled - Optional
- H. Date Sent - This is the date that the communication was actually sent. May or may not be the day that you put the Communication Header in the system.
- I. Organization - Arkansas Alumni Association
- J. Contact - Enter the person who can answer questions about the Communication
  - Example: Terri for Memberships, Deb for Awards, etc.
- K. Unit Responsible\* - ALU (Alumni Association)
- L. Comment- Optional. Use to explain anything odd or if one communication is being delivered in two ways, use this field to differentiate them.
- M. Various
  - Pieces Sent - Record Number of Pieces Sent Out
  - Individuals Touched - This number may be higher as this counts both partners and anyone else in the household.

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- Postal Cost - Optional. Can be used to track the spend of the Communication if you choose.
- N. Associations
- Assoc Event - Use this to associate the communication with an Event.
  - Assoc Memb Appeal - Use this to associate with a Membership Appeal.
7. Your completed form should look like this.

**Communication Header (New)** Actions Print

**Communication Header (100376)** Save Cancel Actions Help

**Comm Code\*** 19ARJE

**Description\*** 2019 JUNE Arkansas Magazine

**Sort Name**

**Medium\*** P Snail Mail **Type\*** G General Information

**Content** M Membership **On Behalf Of** IA International Alumni Group

**Date Scheduled** **Date Sent** 06/24/2019

**Organization\*** 70170 Arkansas Alumni Association Inc.

**Contact\*** 116996 Mrs. Catherine Lynn Baltz

**Unit Responsible\*** ALU Alumni Association

**Comment**  
Additional Information: Like a newsletter was sent out and you want to record what the Feature News Story was or if you're sending two different types of invitations for awards and you need to differentiate between them.

<b>Pieces Sent</b>	100	<b>Individuals Touched</b>	180
<b>Bounced/Returned</b>		<b>emails Unopened</b>	
<b>email Click Throughs</b>		<b>emails Forwarded</b>	
<b>Postal Cost</b>	7956	<b>Phone Cost</b>	
<b>Staffing Cost</b>		<b>Supply Cost</b>	
<b>Vendor Cost</b>		<b>Other Cost</b>	
<b>Total Cost</b>			

**Assoc Event** 2710 The Big Event 0212

**Assoc Memb Appeal** N/A New Grad

**Assoc Gift Appeal**

8. Click [Save](#).

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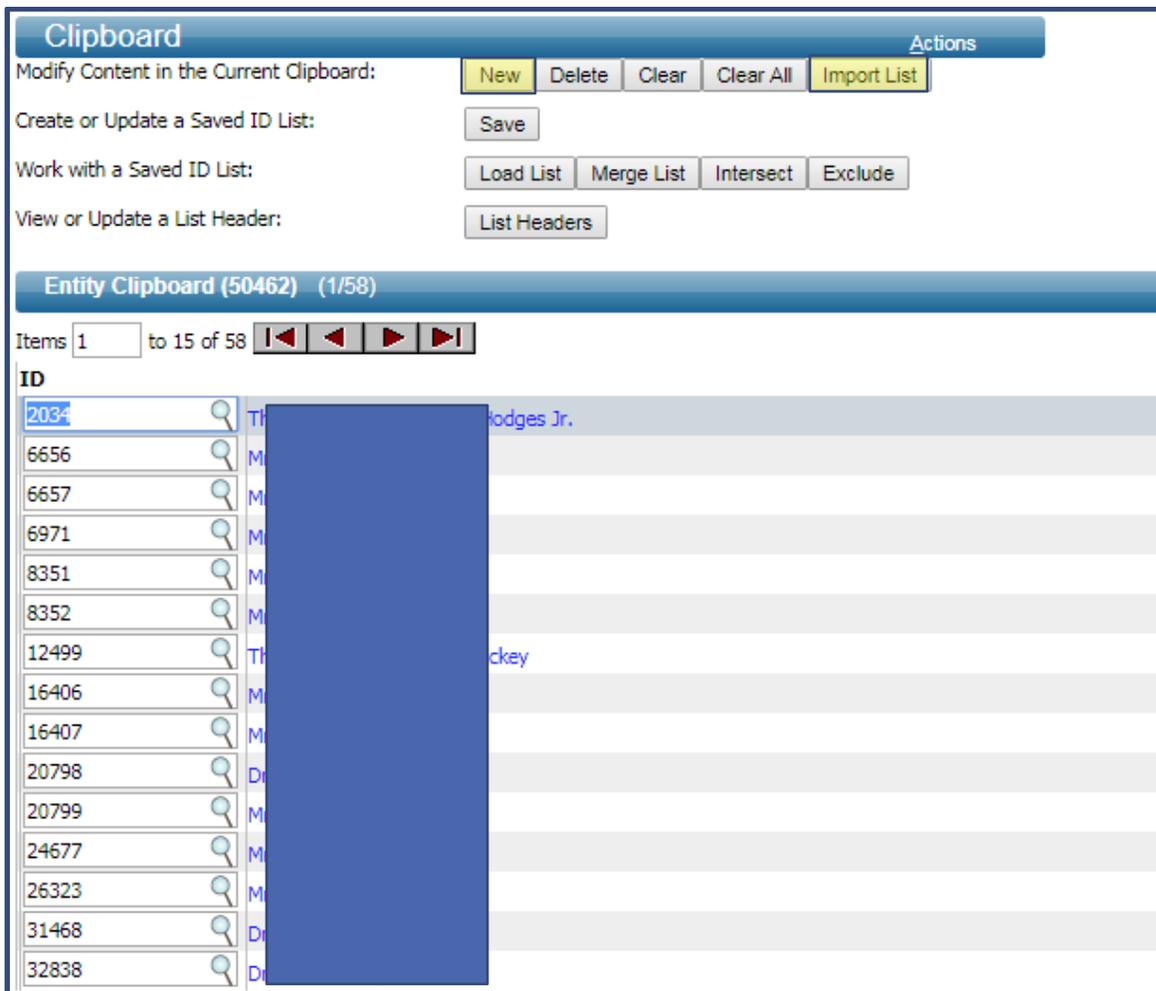
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- Go to [Clipboard](#) in Advance. 
- Enter IDs on clipboard or upload IDs to Clipboard. (See [How To - Use the Clipboard](#) from [aits.uark.edu](http://aits.uark.edu)) If your recipients are already on the Clipboard, skip this step.



The screenshot shows the 'Clipboard' interface with the following elements:

- Clipboard** header with an **Actions** menu.
- Modify Content in the Current Clipboard:** Buttons for **New**, **Delete**, **Clear**, **Clear All**, and **Import List**.
- Create or Update a Saved ID List:** **Save** button.
- Work with a Saved ID List:** **Load List**, **Merge List**, **Intersect**, and **Exclude** buttons.
- View or Update a List Header:** **List Headers** button.
- Entity Clipboard (50462) (1/58)** header.
- Items** 1 to 15 of 58 with navigation arrows.
- ID** column with a search icon for each entry.
- Name** column with names like **Hodges Jr.** and **ckey**.

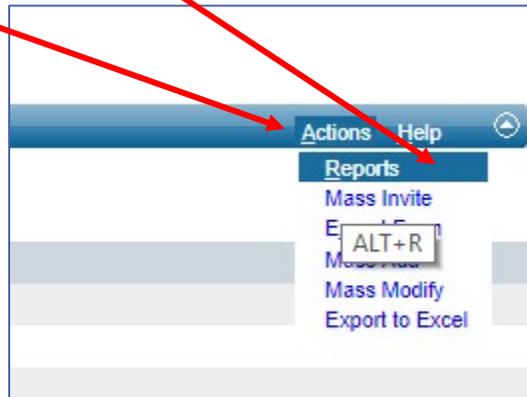
ID	Name
2034	Hodges Jr.
6656	
6657	
6971	
8351	
8352	
12499	ckey
16406	
16407	
20798	
20799	
24677	
26323	
31468	
32838	

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11. From the Clipboard.
12. Choose [Actions](#), then [Reports](#).



13. From the [Report List](#) screen. Choose [UA Comm Mass Load](#). Click the [ellipses](#).

A screenshot of the 'Report List' screen. The title bar reads 'Report List' and 'Actions'. Below the title bar is a descriptive text: 'This is the list of reports that apply to your current context. When you run a report from this list, the report generated will be for the specific records you are viewing.' Below this is another title bar with 'Report List', 'Actions', and 'Help'. The main content is a table with columns 'Context', 'Name', and 'Description'. The table lists several reports, including 'UA Comm Mass Load', which is highlighted with a red box around its ellipsis icon. A red arrow points from the text 'Click the ellipses.' to the ellipsis icon of the 'UA Comm Mass Load' row.

	Context	Name	Description
...	Entity	Appeal Assignment	Assign appeals from id list
...	Entity	Entity Profile Report	Profile reports about entities
...	Entity	Google Entities	Map selected entities with Googl...
...	Entity	Labels	Create mailing labels
...	Entity	Merge	Create Merged Document
...	Entity	NameTag and TentCard	Produces a printable NameTag a...
...	Entity	UA Comm Mass Load	Utility to Mass Load Communicati...
...	Entity	UA Entity Brief Bio v2	UA Entity Brief Bio v2
...	Entity	UA One Line Per Entity	UA One Line Per Entity
...	Entity	UA Session ID	Retrieve Session ID for Crystal R...

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14. From the [Report Detail](#) screen. Find your [Comm Code\\*](#) or type it in.

**Report Detail** Actions

Please enter parameters, if necessary, for running this report in the form below. When you have entered all criteria for the report, press Run Report.  
You may need to disable your browser's pop-up blocker to view the report.

**Report Header (50451)** Help

**Description** Utility to Mass Load Communication Codes onto Entity Records  
**Type** Reports  
**Comment** Select Communication Code to load onto entity records on clipboard.  
If this is an old list that is being loaded please select **Yes** for Past Data list. This will not load a Chapter, Territory, or State on the mass comm record.

**Comm Code\***  2019 JUNE  
Arkansas  
Magazine

**Response**

**Past Data List?**  Yes  No

**Run Report**

15. Click [Run Report](#).
16. Look for the following message.

**Report Viewer** Actions Export Print

**57 record(s) mass loaded for communication code 19ARJE - 2019 JUNE Arkansas Magazine**

App ID: 100289  
Page ID: 50032  
User: cmfarris  
Database: ADVANCE  
User Profiles: 0 (Base), 1 (AWA Web Site), 4 (UDEV)  
License Modules: AWAC(6) | AWAB(7) | AWAG(21) | AWAM(8) | AWAE(9) | ADM(12)  
App(100289)(6): Security(On)  
Profile 1 (AWA Web Site) Form 100381 (Communication Mass Load) Security(On) DataClump 100353 db 1

17. You can check by looking up one of the entities in your Clipboard list.

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18. Then go to **Biographic**, **Comm Tracking**.

The screenshot shows a web application interface with a breadcrumb trail: Home > Clipboard > Lookup Results > Communication > The Honorable Ka... The main content area displays a communication header for record #2034, with details for Rec Type (Alumni (1967 Law)), Degree (LLB 1967 Law), and PM Manager (AAA). Below this is a table of communications (100378) (1/63) with columns for Comm, Medium, Date Sent, and Unit Code. The first row is highlighted with a red box.

Comm	Medium	Date Sent	Unit Code
2019 JUNE Arkansas Magazine	Snail Mail	06/24/2019	ALU
Chris F. Testing of the Comm Header Tool	email	03/06/2019	ADV
Honors College Gray Lecture Reminder	email	09/08/2018	ALU
School of Law Alumni August Newsletter	email	08/07/2018	ALU
School of Law Alumni July Newsletter	email	07/09/2018	ALU
Omahogs Tailgate	email	06/25/2018	ALU
Nationwide Email June	email	06/19/2018	ALU
School of Law Alumni June Newsletter	email	06/01/2018	ALU
School of Law Hot Springs Alumni Luncheon	email	05/18/2018	ALU
School of Law Alumni Newsletter	email	05/04/2018	ALU
Nationwide Email March 2018	email	03/18/2018	ALU
Arkansas magazine Spring 2018 issue	Snail Mail	03/16/2018	ALU
Scholarship Review 1-26-18	email	01/26/2018	ALU
New Perks January2018	email	01/11/2018	ALU
Baseball Priority Tickets for Alumni Members 2018	email	01/10/2018	ALU