
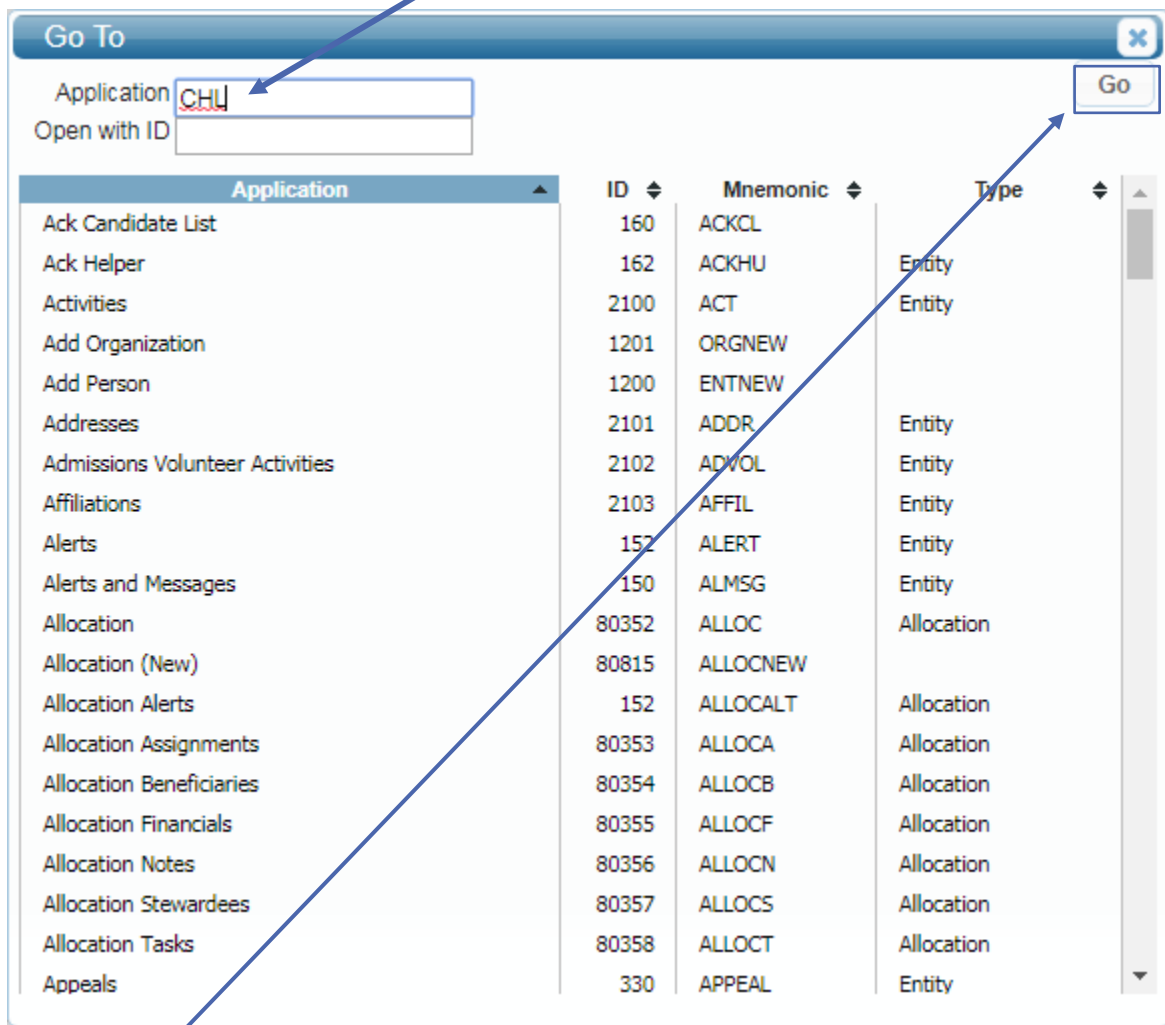


How To Edit Communication Header (For Communication Tracking)

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3/7/2019

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

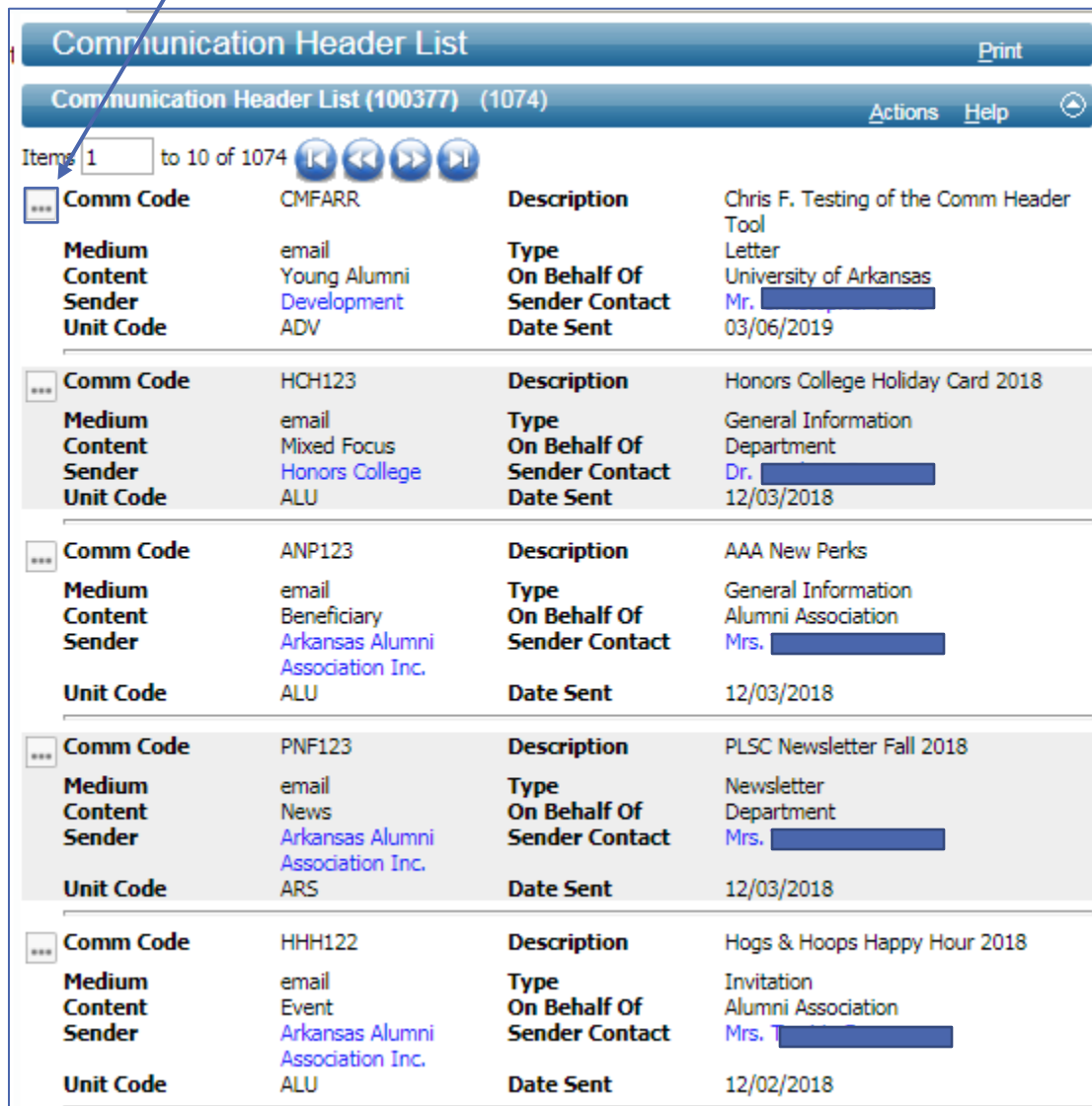
4. Click **Go**.

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5. This will open the **Communication Header List** window.
6. Click the ellipses **...** by the Communication Header that you want to edit.



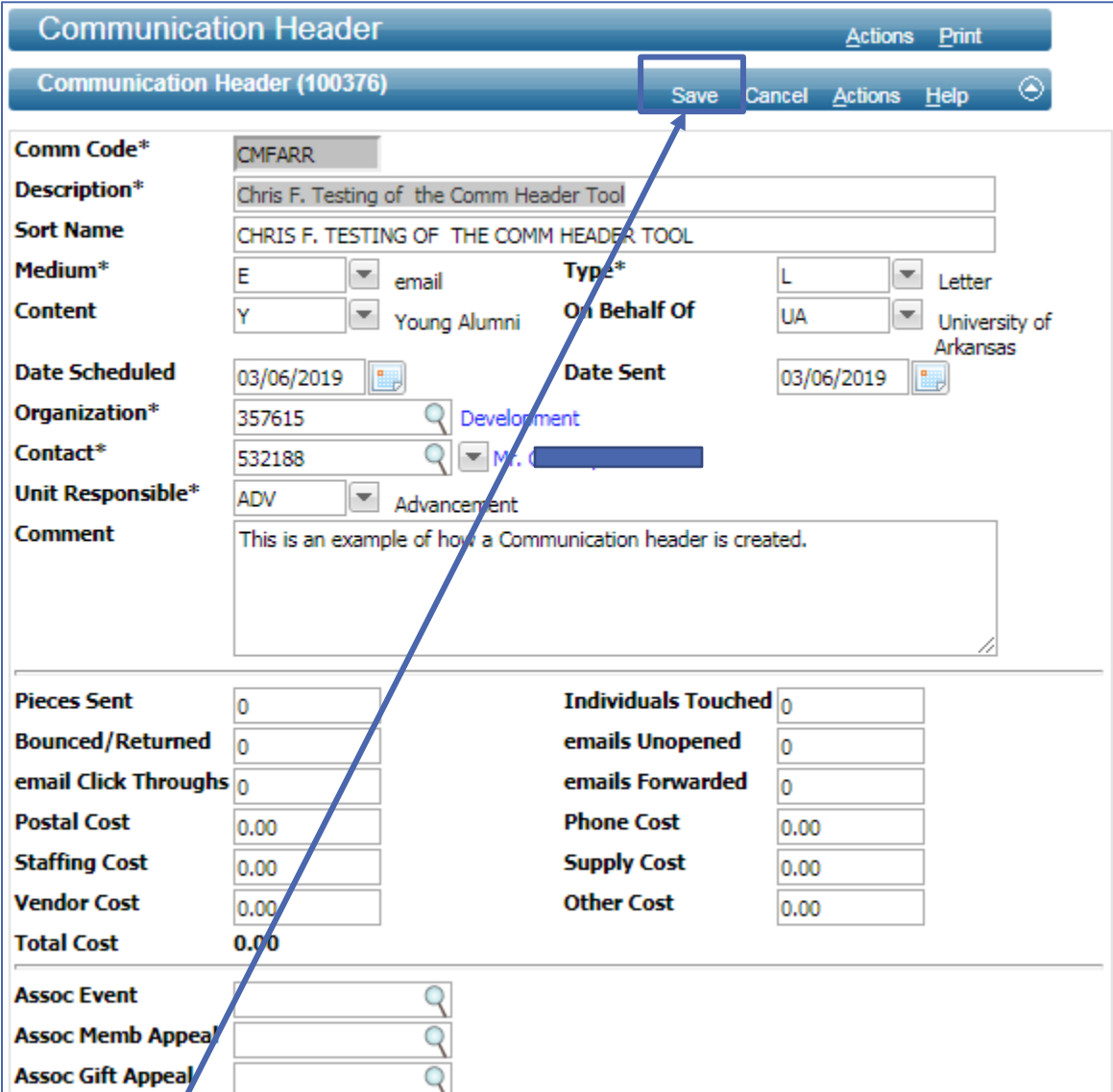
Comm Code	Medium	Content	Sender	Unit Code	Description	Type	On Behalf Of	Sender Contact	Date Sent
CMFARR	email	Young Alumni	Development	ADV	Chris F. Testing of the Comm Header Tool	Letter	University of Arkansas	Mr. [REDACTED]	03/06/2019
HCH123	email	Mixed Focus	Honors College	ALU	Honors College Holiday Card 2018	General Information	Department	Dr. [REDACTED]	12/03/2018
ANP123	email	Beneficiary	Arkansas Alumni Association Inc.	ALU	AAA New Perks	General Information	Alumni Association	Mrs. [REDACTED]	12/03/2018
PNF123	email	News	Arkansas Alumni Association Inc.	ARS	PLSC Newsletter Fall 2018	Newsletter	Department	Mrs. [REDACTED]	12/03/2018
HHH122	email	Event	Arkansas Alumni Association Inc.	ALU	Hogs & Hoops Happy Hour 2018	Invitation	Alumni Association	Mrs. [REDACTED]	12/02/2018

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- This will open the **Communication Header** window. Make the changes that you need to make.



The screenshot shows the 'Communication Header' window for 'Communication Header (100376)'. The 'Save' button is highlighted with a blue box and a blue arrow pointing to it. The window contains the following fields:

Comm Code*	CMFARR		
Description*	Chris F. Testing of the Comm Header Tool		
Sort Name	CHRIS F. TESTING OF THE COMM HEADER TOOL		
Medium*	E email	Type*	L Letter
Content	Y Young Alumni	On Behalf Of	UA University of Arkansas
Date Scheduled	03/06/2019	Date Sent	03/06/2019
Organization*	357615 Development		
Contact*	532188 Mr. [REDACTED]		
Unit Responsible*	ADV Advancement		
Comment	This is an example of how a Communication header is created.		

Pieces Sent	0	Individuals Touched	0
Bounced/Returned	0	emails Unopened	0
email Click Throughs	0	emails Forwarded	0
Postal Cost	0.00	Phone Cost	0.00
Staffing Cost	0.00	Supply Cost	0.00
Vendor Cost	0.00	Other Cost	0.00
Total Cost	0.00		

Assoc Event	
Assoc Memb Appeal	
Assoc Gift Appeal	

- Click **Save**.