

Infinite Campus

Creating a letter with mail merge fields

Click Index → Ad Hoc Reporting → Report Designer

Click Blank Form Letter

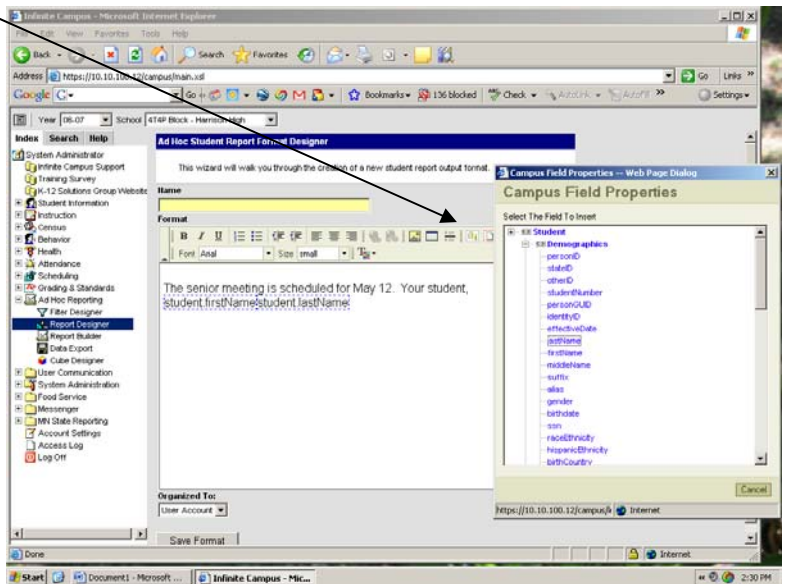
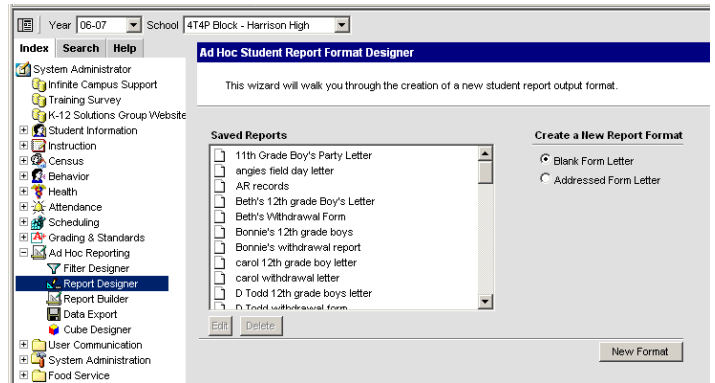
Click New Format

Type the message. Click the blue Insert/Edit Campus Field button to select fields to be added to the letter. These fields, e.g., studentfirstName, will be populated from Infinite Campus. From the Campus Field Properties window, select the fields you desire to be in the letter.

Name the letter and click Save Format.

You will use the form letter with a group you created using the Filter Designer.

For example, you might have built a Group of Club members and you want to let them know about the annual banquet.



Click Report Builder

Select the saved filter from the Saved Filters list.

Select the letter from the Reports list.

Click Build Report.

