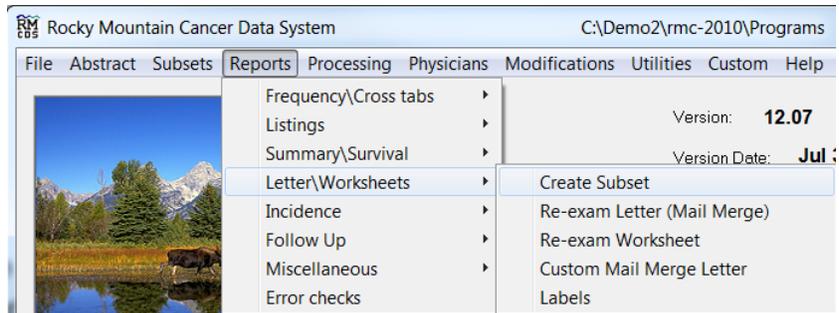
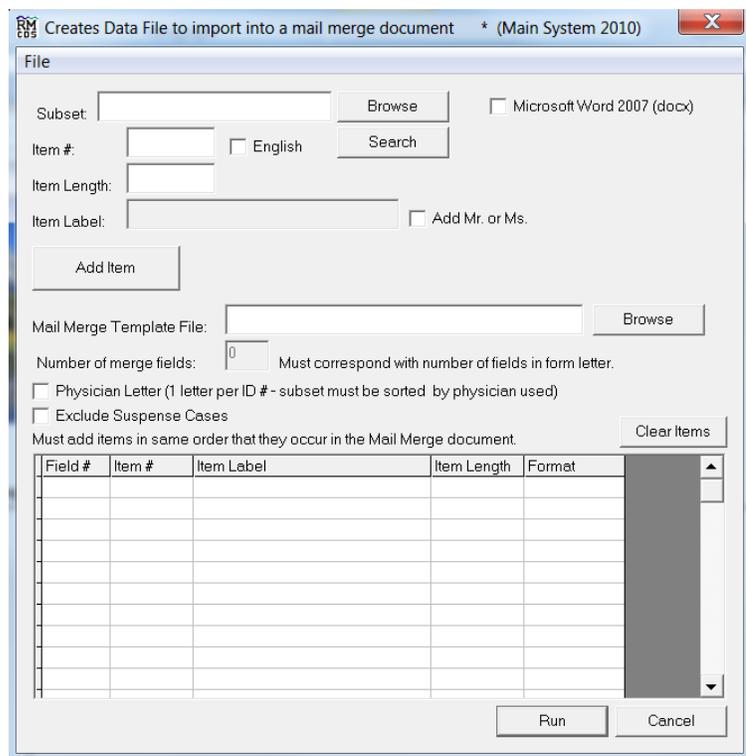


Custom Letters

To set up custom letters you go to the 'Reports' menu then 'Letters\Worksheets' then 'Custom Mail Merge Letter'.



The program allows you to choose the variables that will appear on your custom letter. You can choose to have the variables in either code or English (if applicable). The item numbers are the regular NAACCR numbers which appear in the FORDS or you can use the 'Search' button. If you wish to change the item length you can do so in the 'Item Length' box. You will want to write down the variables you have chosen as well as the field number. You will need this information to set up your letter.



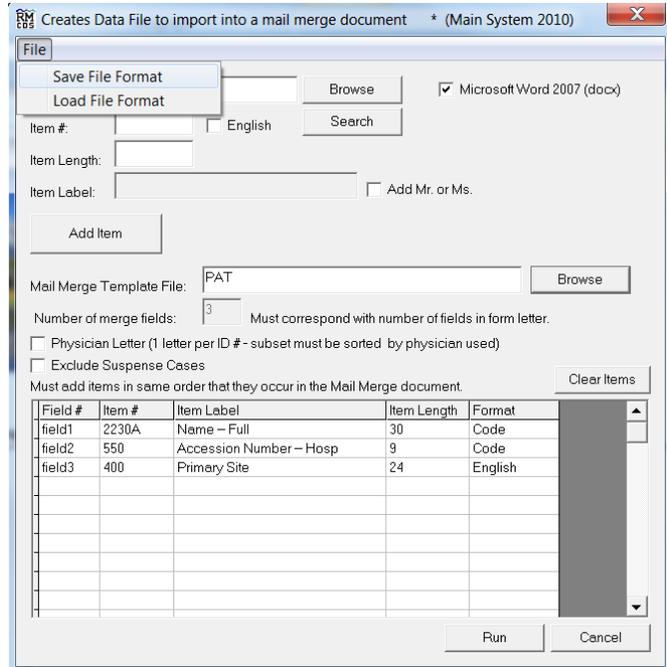
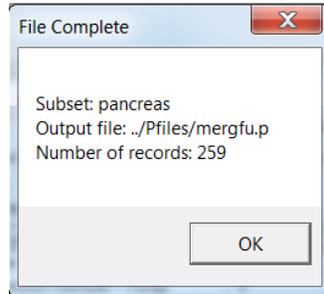
You need to either type in your subset name or use the 'Browse' button to find your subset.

If you are using Microsoft Word 2007 or 2010 (.docx) you will need to check the box in the top right corner.

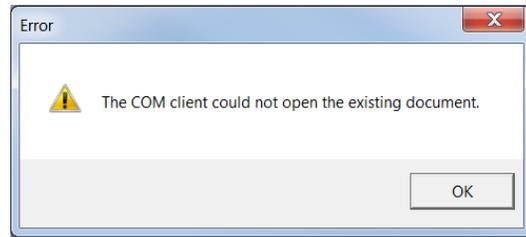
When you are creating your custom letter you can use one of the system templates. Once you have created your custom letter you should use your saved template (when saving from the system template use the 'save as' function to avoid overwriting the system template. The two system templates are phy.doc and pat.doc for a physician and patient letter respectively.

Once you have chosen all your criteria you should save it for the next time you run your custom letters. To save the criteria file use the 'File' menu in the top left corner and choose save. The next time you run your letter you can choose the 'Load' option to load your criteria into the table.

When your set-up is complete click 'Run'. You will see a pop-up box telling you the number of cases in your subset.



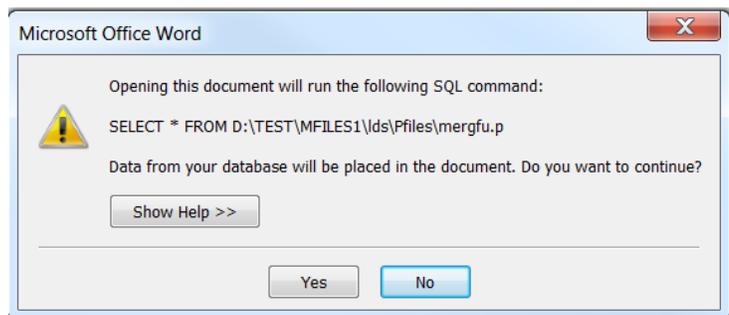
When you set your letter up for the first time, you will need to open Word manually and choose the letter file. On subsequent runs, Word should spawn automatically. You might get an error which you can ignore.



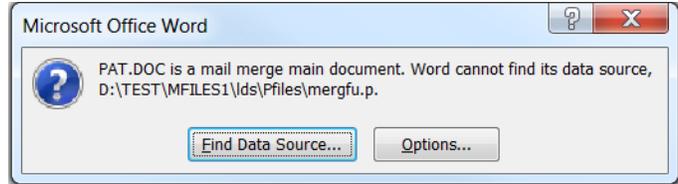
You will need to know your program path. The path can be found on the Main Menu under the picture. The only difference is, instead of choosing 'Programs' at the end you will need to open the 'Mfiles' folder. You are looking for your template. In this case the pat.doc. Once you have created your own custom letter you will be searching for that name.



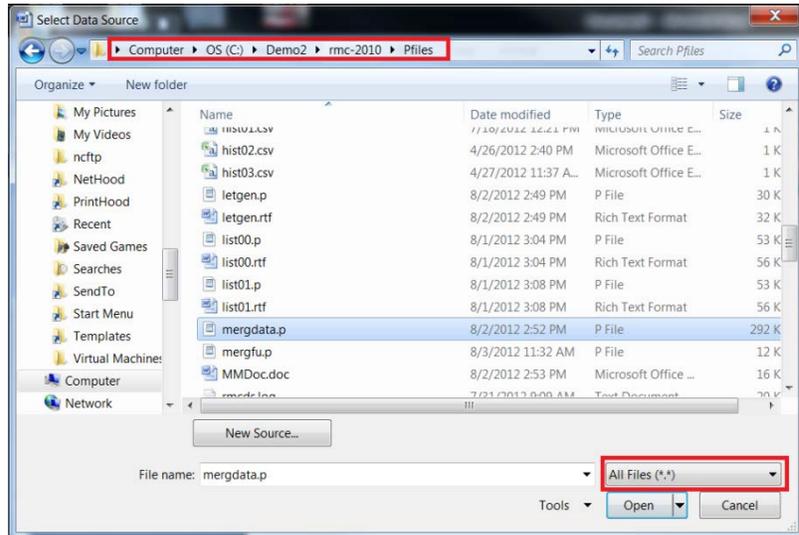
When you choose the file you will get a message about running an SQL file. Click 'Yes'. Remember that you are looking for the file 'mergfu.p'. This is the data file for your letters.



You will also see message to find the data source. Click 'Find Data Source'.



Once you have clicked the button, you will have a screen that allows you to open a file. This is where you will need to follow your program path to the 'Pfiles' folder instead of 'Programs'. At the bottom of the screen you will need to use the drop-down and choose 'All Files'.



When you open the file you will see the custom letter. The template for 'pat.doc' is at the end of this file.

This is where your knowledge of Word comes in. You can now change the custom letter to suit your needs. Make sure you are not adding more fields than you set-up while creating your criteria.

May 15,2002

«field1»-«field2»

«field3» «field4»

«field5»

«field6»,«field7» «field8»

Dear «field9» «field3» «field4»,

Although it has been one year since we last contacted you from our hospital, we want to know how you are doing. In the interest of your general welfare, we recommend that you have a physical exam at least once a year, more often if your physician advises. This exam does not have to be at the University Medical Center.

We would therefore appreciate receiving the information requested below as well as any other comments you wish to make. Please feel free to call me at (801) 555-3232 if I can be of any help to you.

A self-addressed, stamped envelope is enclosed for your convenience.

Sincerely,

Follow-up Coordinator

Medical information Services

Please complete and return entire sheet with the following information:

Today's date: _____

Your current telephone number: _____

Name of current Physician: _____

Physician's address: _____

Please provide the name, address and phone number of a friend or relative who can assist us in locating you if your home address and or telephone number should change.

Contact name: _____

Contact address: _____

Comments: _____
