

## SAP Communications--102008

1.	Click the <b>Create SAP Communications</b> link.
2.	The process requires a <b>Run Control ID</b> . Either select an existing Run Control ID or create a new one. To create a new ID, click the <b>Add a New Value</b> tab, enter a name for the Run Control ID and click the <b>Add</b> button.
3.	On the <b>Create SAP Communications</b> page, enter the parameters for the process. Enter your <b>Institution</b> , the <b>Career</b> you want to process and the <b>Aid Year</b> . Select the <b>SAP Code</b> you want to process.  Click the <b>Run</b> button. Click <b>OK</b> . Click the <b>Process Monitor</b> link.
4.	Click <b>Refresh</b> from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> .
5.	The SAP Communications process has triggered the 3C assignments. The next step is to run the 3C Engine. Scroll up in the menu to Campus Community.
6.	Click the <b>3C Engine</b> link.
7.	Look at the Trigger results to see which students have been selected. Click the <b>3C Engine Trigger Results</b> link.
8.	Enter search criteria. Click the <b>Search</b> button.
9.	Select an Event from the search results.
10.	The resulting list shows the students who will be assigned SAP communications. Click the <b>Run 3C Engine</b> link in the menu.
11.	Enter an existing Run Control ID or create a new one for the 3C Engine process.
12.	Enter the parameters for the 3C Engine process. Fill in your <b>Institution</b> , the FINA <b>Administrative Function</b> and the <b>Event ID</b> . You are not using Mass Change here, so you can leave the "Both" radio button selected or select the "Trigger" button. Ignore the Mass Change tab.
13.	Click the <b>Run</b> button. Click <b>OK</b> . Click the <b>Process Monitor</b> link.
14.	Click the <b>Refresh</b> button from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> .
15.	To print the letter, staff will run Lettergen (refer to the Lettergen documentation) and perform a mail merge.
16.	<b>End of Procedure.</b>