## SAP Communications--102008

1. Click the **Create SAP Communications** link.

2. The process requires a **Run Control ID**. Either select an existing Run Control ID or create a new one. To create a new ID, click the **Add a New Value** tab, enter a name for the Run Control ID and click the **Add** button.

3. On the **Create SAP Communications** page, enter the parameters for the process. Enter your **Institution**, the **Career** you want to process and the **Aid Year**. Select the **SAP Code** you want to process.

   Click the **Run** button. Click **OK**. Click the **Process Monitor** link.

4. Click **Refresh** from time to time until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

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 **3C Engine** link.

7. Look at the Trigger results to see which students have been selected. Click the **3C Engine Trigger Results** link.

8. Enter search criteria. Click the **Search** button.

9. Select an Event from the search results.

10. The resulting list shows the students who will be assigned SAP communications. Click the **Run 3C Engine** 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 **Institution**, the FINA **Administrative Function** and the **Event ID**. 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 **Run** button. Click **OK**. Click the **Process Monitor** link.

14. Click the **Refresh** button from time to time until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

15. To print the letter, staff will run Lettergen (refer to the Lettergen documentation) and perform a mail merge.

16. **End of Procedure.**