

View Communications Summary

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **3 C's Summaries** link.

3. Click the **Communication Summary** link.

[Communication Summary](#)

4. Enter the ID.

5. Click the **Search** button.

6. Click **Search** to view a list of Communications.

7. Click the **View** link for the desired letter.

[View](#)

8. A new window will display communication details. (Be sure pop-ups are allowed.)

Communication Assignment			
Assign DateTime:	02/19/2013 11:03:04PM		
Function:	GEN	General	Variable Data
Institution:	Southern Methodist University		
Comm Key:			
Category:	ACCR	Account Creation	
Context:	ACCR	Account Creation - SMU ID Ltr	
Method:	L	Letter	
Direction:	Outgoing Communication		
Letter Code:	U8R	SMU ID Letter	<input type="checkbox"/> Include Enclosures Enclosures
Communication Process Details			
Communication Date:	02/19/2013	Begin Time:	End Time:
Comments:	U_IT_AMA_NTF inserting ACAD_CAREER into EXT_ORG_ID field and ACAD_GROUP into		
Communication ID:	U_IT_AMA		
Department:			
<input type="checkbox"/> Create Joint Communications	Related ID:	DC	
Communication Outcome			
Communication Generation Date:	02/20/2013		
<input checked="" type="checkbox"/> Communication Completed	Date Activity Completed:	02/20/2013	
<input type="checkbox"/> Unsuccessful Outcome			
Outcome Reason:			
Language Used	English		
Method Used	Letter		
Process Used	LetterGen	Process Instance	5963679

End of Procedure.