



I-COMMS - SETUP

Presented to you by **ACADEMIC ADMINISTRATION**

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Contents

1. INTRODUCTION	2
2. ICOMS PROCESS	2
3. STEP 1: CREATE THE LETTER	3
4. STEP 2: CREATE THE GROUP GMNT-14	4
5. STEP 3: LINK ITEMS TO MASTER GROUP	7
6. STEP 4: COPY LETTER OBJECTS	9
7. STEP 5: COPY LETTER TAGS & PASTE INTO WORD LETTER	12
8. STEP 6: RETRIEVE THE WORD DOCUMENT – GMNT-14	14
9. STEP 7: LINK PROGRAM TO MASTER GROUP	16
10. STEP 8: GENERATE THE LETTERS	16
11. STEP 9: SETUP FOR BATCH PRINTING	21
11.1. Determine the Request Number	21
11.2. Link Description to Request Number	22
11.3. Schedule the Letter	23
12. HOW TO REPRINT A LETTER	24
12.1. Remove the logfile	24
12.2. Reprint the letters	24
13. VIEW A LETTER GENERATED FOR A STUDENT	25
14. ICOMS CHECK-LIST	28

1. INTRODUCTION

HOW DOES I-COMMS WORK?

I-Comms enables the user to setup a letter within word and then link all the personalized information to what are called tags. A tag represents information stored on Integrator i.e. student number, student name, Qualification information etc. This letter is called a stylesheet. The Stylesheet is defined per user and that user will be able to print his own and other users stylesheets. Everyone could be set up as a user. Each document that needs to be printed has to be saved on the user's computer.

Please take note that once a document is created in I-Comms it is available and visible even if you do not print the document. For example once application letters are generated, those letters are available on the internet for students to see.

If you want to test any documents, please do it on the test system. Whatever you create on the production system is available to students – **PLEASE DO NOT DO ANY TESTING on the production system.**

2. ICOMS PROCESS

You have to do a set up on the system using the following steps. Doing the setup is quite involved and complicated but the end product looks professional. Each step is discussed in detail and if you follow it step by step you cannot go wrong.

Step 1: Create the letter on your computer and save it as a .rtf document.

Step 2: Create the master group and individual items

Step 2a: Create a master group (GMNT-14)

Step 2b: Create a letter code (GMNT-14)

You **DO NOT** have to create a code for the list and logfile as the default codes will be used.

Step 3: Link items to master group

Step 3a: Link letter to master group (GMNT-14)

Step 3b: Link default logfile code to the master group (GMNT-14)

Step 4: Copy letter objects / tags (GMNT-14)

Step 5: Save letter objects / tags and paste into word document

Step 6: Retrieve the word document (GMNT-14) Upload letter onto ITS Int.

Step 7: Link program to master group document code (USERS-1) – ICS (Rina Strydom or Muzi Gwebu)

Step 8: Generate the letters by using the relevant printing option from the list (Annexure A) according to the type of letter to be generated.

3. STEP 1: CREATE THE LETTER

Basic principles:

1. Decide in your faculty who will be responsible for the letters of your faculty.
2. Type the required letter in Word as if you are going to send it to the student but replace the personal detail with general detail such as PO Box 123 with Address line 1 etc.
3. Make sure that you include all relevant information in the letter.
4. Edit the letter by applying the required lay-out, fonts, font size, bold, italics, spacing, paragraphs, etc. that you want in the letter.
5. The letter may look like this: (Example: Declined letter). All parts of the letter that needs to be personalised is indicated in red.

Example of a letter is as follows:

Faculty of xxxxx

Date

Title Initial Surname

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postal Code

YOUR REFERENCE NUMBER : **Student Number**
(must be used in all correspondence with UJ)

Dear **Title and Surname of student**

Your application to **name of the qualification** for **year applying for** refers.

Thank you for your application to study at the University of Johannesburg.

We regret to inform you that your application for the programme as indicated above has not been successful, as your results did not meet the minimum requirements.

Applicants who have been declined based on their final Grade 11 results might be taken into consideration if their final Grade 12 results meet the minimum requirements for the intended qualification. Please note that meeting the minimum requirements for a specific programme does not necessarily guarantee admission due to space constraints and/or selection processes.

In January 2016, depending on selection and spaces available, UJ will automatically allocate statuses to potential candidates based on their final Grade 12 results received from the Department of Higher Education and Training, and inform them accordingly via SMS. It is, therefore, not necessary to come into UJ in January 2016 to submit your final Grade 12 results. Alternatively, applicants can follow the Mobi Late Enquiry process in January 2016 to enquire on study spaces still available. Please visit the UJ website for more details at www.uj.ac.za during January 2016.

Please note that due to the administrative process involved in considering your application, the application fee paid is non-refundable.

Yours sincerely



Student Enrolment Centre
011 559 4555

Make sure you leave enough space at the bottom of the page for the UJ Logo and postal detail if you are going to print the letters on an official letterhead.

Alternatively, you can save your signature and the logo as a .jpg document and copy and paste it at the bottom of the letter.

4. STEP 2: CREATE THE GROUP GMNT-14

Basic principles:

- A master group is representing a group of students such as applicants, residence students, registered students, graduates etc. You have to create a master group and then you have to link the type of documentation you want to send to that group of students such as the: letter and a log file to the master group.
- **As every Faculty is sending out the same kind of letters, it is important that you check if the codes that you want to use is not already in use.**

How do I check if a specific code is already in use or not?

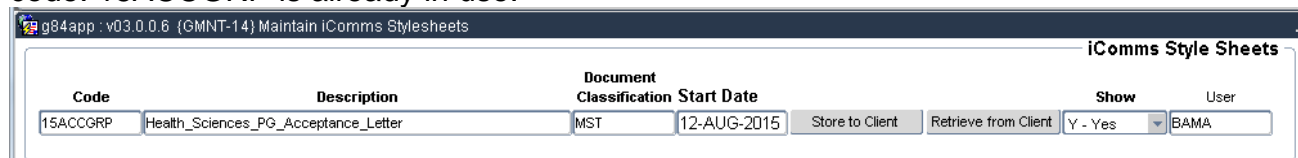
Go to GMNT-14 on ITS Integrator

Enter a query.

Type in the document code.

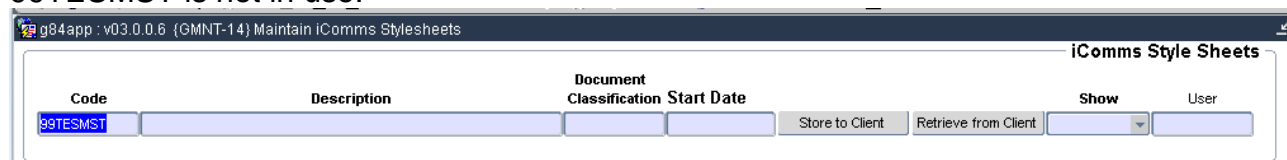
Execute.

If the **code is already in use**, there will be a description for the code. For example the code: 15ACCGRP is already in use.



The screenshot shows a web application window titled "g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets". The main content area is titled "iComms Style Sheets" and contains a table with the following columns: Code, Description, Document Classification, Start Date, Show, and User. A single record is displayed with the following values: Code: 15ACCGRP, Description: Health_Sciences_PG_Acceptance_Letter, Document Classification: MST, Start Date: 12-AUG-2015, Show: Y - Yes, and User: BAMA. Below the table are two buttons: "Store to Client" and "Retrieve from Client".

If the **code is not in use**, there won't be any description. For example the code: 99TESMST is not in use.



The screenshot shows the same web application window as the previous one, but with a different record selected. The record has the following values: Code: 99TESMST, Description: (empty), Document Classification: (empty), Start Date: (empty), Show: (empty), and User: (empty). The buttons "Store to Client" and "Retrieve from Client" are still visible.

A Master group is created on the ITS INTEGRATOR option: GMNT-14 – iComms Style Sheets

2a. CREATE YOUR MASTER GROUP

1. Choose a Master Group code.
 - The code must be 8 digits long, may be alpha-numerical and should end in MST to indicate that it is your master group.
2. The code does not have to include some intelligence but intelligence does help to identify the group. For example a code with some intelligence built into it:
Master Code: REACCMST
 - RE = Residence
 - ACC = Accepted students
 - MST = Master Group
3. Choose a descriptive name for the master group.
If the name consists of more than one word use “underscore” between the words and not spaces.
4. Document Classification: Select MST and the description will default to the Master group.
5. Insert all the details on GMNT-14 to create the master group code.
6. Click on: Save.

For example: You want to send letters to all students whose application was unsuccessful. For the purpose of the training manual, I am going to use the following codes:

Master code: 99TESMST
Letter code: 99TESLET

The screenshot shows the 'Maintain iComms Stylesheets' window. At the top, there's a table with columns: Code, Description, Classification, Start Date, Show, and User. The first row shows '99TESMST', 'iComms_test_master', 'MST', '17-AUG-2015', 'Y - Yes', and a user name. Below this is a 'List of Valid Document Type' dialog box. It has a search field and a table with 'Document Type' and 'Detail Description'. The 'MST' row is highlighted, with 'Master Group' as the description. Callouts point to various parts of the interface: 1. Points to the 'Code' field in the table. 2. Points to the 'Description' field. 3. Points to the 'List of Valid Document Type' dialog box. 4. Points to the 'MST' row in the dialog box. 5. Points to the 'OK' button in the dialog box. 6. Points to the 'Store to Client' button at the bottom of the main window.

1. Enter the master group code you have decided on.

2. Enter a description for the master group code. Remember to use an underscore between words.

3. Click on the list of values to select the document classification.

4. Select MST for the master group.

5. Click on: OK

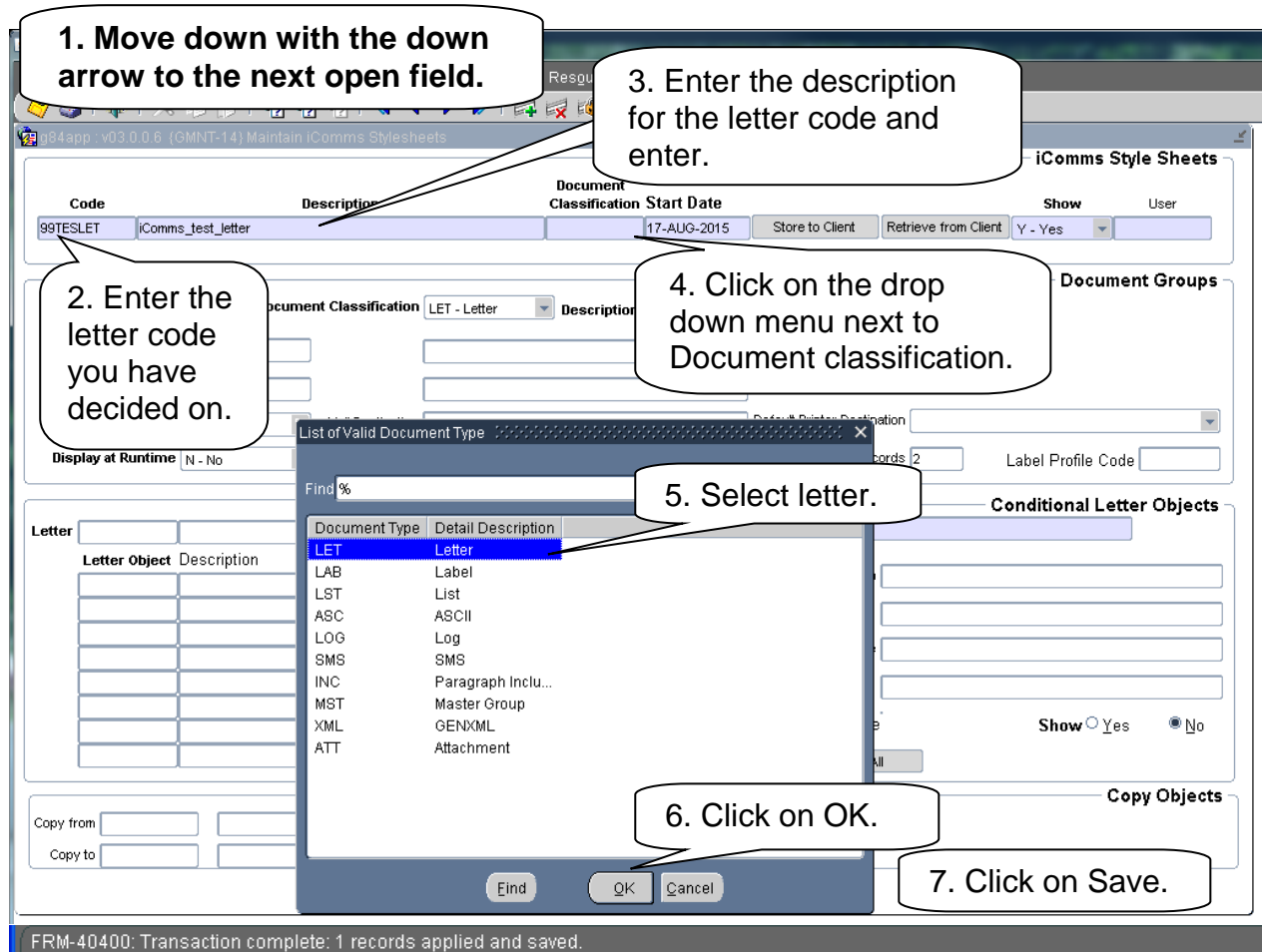
6. SAVE the information.

2b.1 CREATE YOUR LETTER CODE

1. Choose a letter code for your letter.
 - The code must be 8 digits long, may be alpha-numerical and should end in LET.
 - The code does not have to include some intelligence but intelligence does help to identify the code.
2. Choose a descriptive name for the letter.
 - If the name consists of more than one word use “underscore” between the words and not spaces.

Example: You want to send out letter to all unsuccessful applicants.

- Letter code: 99TESLET
3. Click on the down arrow on your keyboard to move to an open line to enter the information of the letter.
 4. Enter the letter code
 5. Enter the letter code description: iComms_test_letter
 6. Under Document Classification, select: LET from the drop down list.
 7. Click on: Save.



1. Move down with the down arrow to the next open field.

2. Enter the letter code you have decided on.

3. Enter the description for the letter code and enter.

4. Click on the drop down menu next to Document classification.

5. Select letter.

6. Click on OK.

7. Click on Save.

Code	Description	Document Classification	Start Date	Show	User
99TESLET	iComms_test_letter	LET - Letter	17-AUG-2015	Y - Yes	

Document Type	Detail Description
LET	Letter
LAB	Label
LST	List
ASC	ASCII
LOG	Log
SMS	SMS
INC	Paragraph Inclu...
MST	Master Group
XML	GENXML
ATT	Attachment

FRM-40400: Transaction complete: 1 records applied and saved.

5. STEP 3: LINK ITEMS TO MASTER GROUP

After you have created the individual item codes, you have to link them to the master group.

1. While on GMNT-14 (iComms Style Sheets) move to the Master Group code using the up- or down-arrows.
2. Click on next block to go to: Document Groups.
3. Insert the sequence number starting with 10.
4. Chose the document classification as LET. (The system actually defaults to LET).
5. Insert a description of the document using **spaces between words** and **no underscore**.
6. Insert the English document code. (The code of the letter you have created) (99TESLET).
7. Insert the same code in the: Alternate Document field.
8. Click on:
 - “Yes” for Send Mail
 - “Yes” for Display at Runtime, and
 - “Yes” for Active.
9. In the field for: Mail Destination, insert your own email address to check if the emails are going out.
10. Click on: Save.

The screenshot shows the 'Maintain iComms Stylesheets' window. At the top, a table lists the 'Code' and 'Description' for existing stylesheets. Below this, the 'Document Groups' section contains several input fields. Callouts provide instructions for the first four steps of the process:

- Callout 1:** Points to the navigation arrows at the top of the window, stating: "Make sure you are on the master group code using the up or down arrows before you go to the next block: Document Groups."
- Callout 2:** Points to the 'Sequence' field, stating: "2. Insert a sequence number starting with 10."
- Callout 3:** Points to the 'Document Classification' dropdown menu, stating: "3. Choose the document classification LET using the drop down list."
- Callout 4:** Points to the 'Description' field, stating: "4. Insert a description for the document."

The visible data in the interface includes:

Code	Description
99TESMST	iComms_test_master

Sequence	Document Classification	Description
10	LET - Letter	Univ of Johannesburg - Test Letter

Below the table, there are fields for 'iComms_test_letter', 'iComms_test_letter', 'Mail Destination' (evermeulen@uj.ac.za), 'Default Printer Des', 'Active' (Y - Yes), 'Number of Test Records' (2), and 'Label Profile Code'.

University of Johannesburg Test (RH)

Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets

iComms Style Sheets

Code	Description	Document Classification	Start Date	Show	User
99TESMST	iComms_test_master	MST	17-AUG-2015	Store to Client Retrieve from Client	Y - Yes EENB12

Document Groups

Sequence 10 Document Classification iComms_test_letter

English Document 99TESLET iComms_test_letter

Alternate Document 99TESLET

Send Mail Y - Yes Mail Destination

Display at Runtime Y - Yes Label Profile Code

11. Click on Save.

10. Enter your email address for verification purposes ONLY – REMOVE when Actual/Live run is to be performed.

7. Click on Yes

8. Click on Yes.

9. Click on Yes.

Make sure the master code is displayed in the iComms Style Sheets block and that you are on sequence 10 of the Documents Groups block. Move down with the down arrow to an open field. Enter 20 as sequence number.

1. Enter the **default** logfile code in the field for the description as well as the English Document and Alternate Document fields. The default logfile code is: **DEFLTLOG**
2. Click on:
 - “No” for Send Mail
 - “Yes” for Display at Runtime, and
 - “Yes” for Active.
3. Click on: Save to save the information.

g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets

iComms Style Sheets

Code	Description	Document Classification	Start Date	Show	User
99TESMST	iComms_test_master	MST	17-AUG-2015	Store to Client Retrieve from Client	Y - Yes EENB12

Document Groups

Sequence 20 Document Classification LOG - Log Description Default Log

English Document DEFLTLOG Print Log

Alternate Document DEFLTLOG Print Log Report

Send Mail N - No Mail Destination

Display at Runtime Y - Yes Active Y - Yes

Enter sequence number 20
Select Document Classification: LOG
Enter a description
Enter the default log code: DEFLTLOG in the fields for the English and Alternate Document.

g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets

Code 99TESMST **Description** iComms_test_master

Sequence 20 **Document Classification** English Document DEFLTLOG

Alternate Document DEFLTLOG

Send Mail N - No **Mail Destination** **Default Printer Destination**

Display at Runtime Y - Yes **Active** Y - Yes **Number of Test Records** 2 **Label Profile Code**

Enter Send Mail: No
Display at Runtime: Yes
Active: Yes
Leave the field: Mail Destination blank
And SAVE the information.

6. STEP 4: COPY LETTER OBJECTS

Basic principle:

A letter object is the information the system has to draw in for each student to personalise the information in the letter. Each default letter has standard TAGS that you might need for that specific letter.

1. Return to the iComms Style Sheets block and **move to the letter code** of the required letter using the down-arrow or query your letter code.

g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets

Code 99TESLET **Description** iComms_test_letter **Document Classification** LET **Start Date** 17-AUG-2015 **Show** Y - Yes **User** EENB12

Sequence **Document Classification** LET - Letter **Description**

English Document

2. Click twice on next block. The cursor will now be in the block: Letter Objects

g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets

Code 99TESLET **Description** iComms_test_letter **Document Classification** LET **Start Date** 17-AUG-2015 **Show** Y - Yes **User** EENB12

Sequence **Document Classification** LET - Letter **Description**

English Document

Alternate Document

Send Mail N - No **Mail Destination** **Default Printer Destination**

Display at Runtime N - No **Active** Y - Yes

Letter Objects

Letter **Letter Object** **Description**

Copy from **Copy to** 99TESLET iComms_test_letter **Copy Letter Objects**

1. Click twice on next block.

3. Select the default letter code: IL901LET

4. Click on: OK.

5. Click on: Copy Letter Objects.

3. In the Letter Objects block, go to the: Copy From field and select the default letter code from the LOV from Annexure A. For this example the default letter code is: IL901LET
4. In the field: Copy to the letter code of your letter will be defaulted to.
5. Click on: Copy Letter Objects.
6. The letter objects and the descriptions will be inserted next to the letter code and a separate report will be generated.

University of Johannesburg Test (RH)

Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets

iComms Style Sheets

Code: 99TESLET Description: iComms_test_letter Document Classification: LET Start Date: 17-AUG-2015 Show: Y - Yes User: EENB12

Store to Client Retrieve from Client

Document Groups

Sequence: Document Classification: LET - Letter Description: Default Printer Destination: Number of Test Records: 2 Label Profile Code: Display at Runtime: N - No Active: Y - Yes

Letter Objects

Letter: 99TESLET iComms_test_letter

Letter Object	Description
G0000035	Requesting_User
G0000036	Requestor
G0000037	Param_Docdate
G0000038	PrettyDate
G0000039	PrettyTime
G0000040	PrettyDateTime
G0000041	LetterCode
I0000001	BlockDesc

Conditional Letter Objects

Letter: Condition Code: Description: Test Object: Condition: Test Value: Print Object: User: Start Date: Show: Yes No Copy to All

Copy Objects

Copy from: Copy to: Copy Letter Objects

FRM-40401: No changes to save.

start Search Desktop

7. Click on the report at the bottom bar to view the report.

The report will look like this:

http://its-test01.uj.ac.za:7772/STUD/g84appEENB12131436.ou Management of Asses... Integrator Date Veri

File Edit View Favorites Tools Help

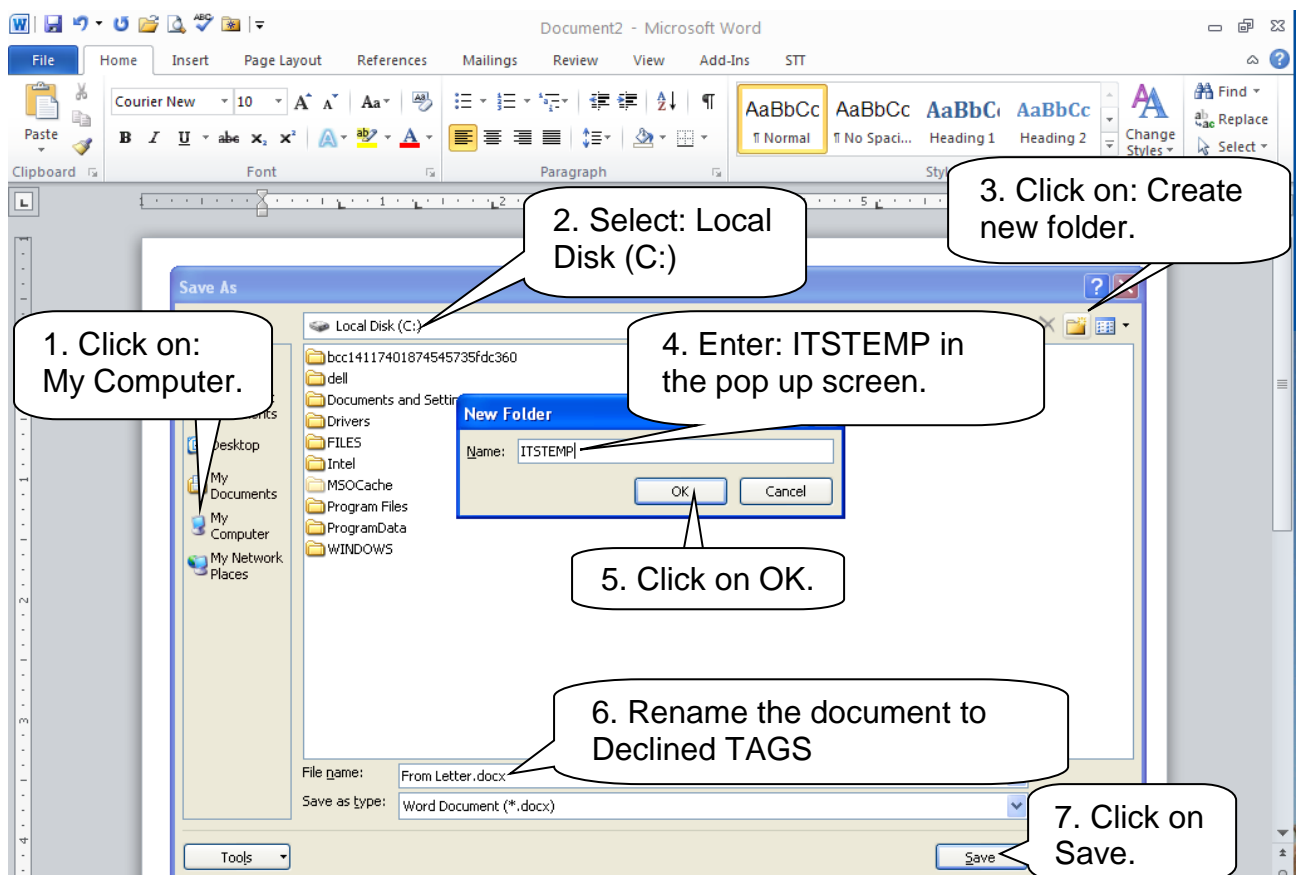
Date : 18-Aug-2015 13:14 University of Johannesburg Test (RH) Page : 1
 Program : g84app.fmb Copying Of Letter Stylesheet Objects

From Letter : IL901LET
 Description : Default Letter. Replace With Your own

To Letter : 99TESLET
 Description : iComms_test_letter

Object	Object Description
G0000035	Requesting_User
G0000036	Requestor
G0000037	Param_Docdate
G0000038	PrettyDate
G0000039	PrettyTime
G0000040	PrettyDateTime
G0000041	LetterCode
I0000001	BlockDesc
I0000013	BlockCode
I0000014	CalYear
I0000016	CampDesc
I0000022	DocDate
I0000024	FacDesc
I0000036	StudORContact
I0000037	StudNumber
I0000038	StudNamesSurn
I0000039	StudTitleSurn
I0000040	StudSurnInitTitle
I0000041	StudTitleInitSurn
I0000045	StudCustName
I0000048	StudAddrPCode
I0000049	StudAddrLine4
I0000050	StudAddrLine3
I0000051	StudAddrLine2
I0000052	StudAddrLine1
I0000066	CampAddrLine1

8. Copy the list of: Object Descriptions (called TAGS) into a Word document.
9. Create a folder anywhere (where you will remember the documents are) under my documents (so it is included in the daily backup) on your computer and SAVE the list. To make it easier for yourself you can name it: "Decline" TAGS.

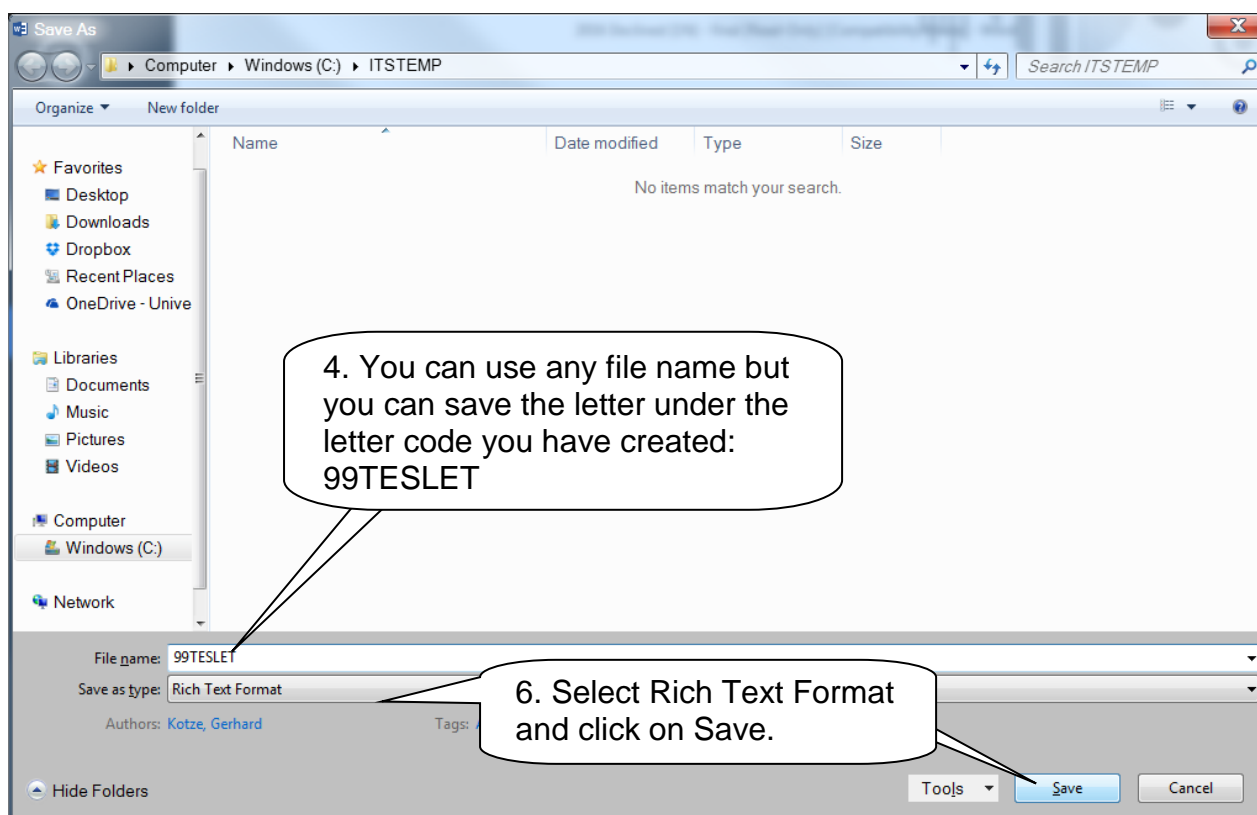
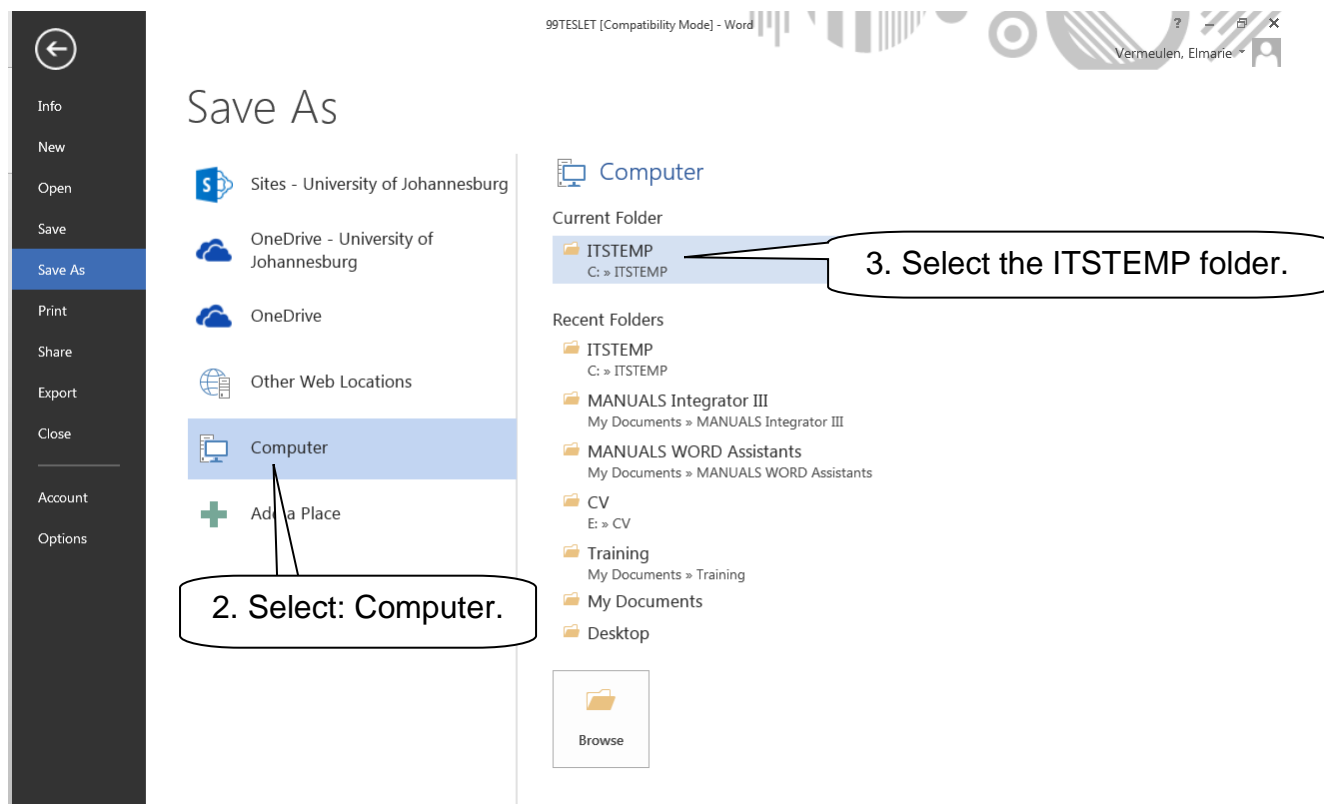


7. STEP 5: COPY LETTER TAGS & PASTE INTO WORD LETTER

1. Open the letter that you have created in Word.
2. Select the required TAG from your list that you have saved earlier for each of the variables in your letter (such as student number, date, address etc.).
3. Copy and paste this TAG into the letter at the correct place.
4. Put a < in front and a > at the end of each TAG. No space before and after the <>.
5. Edit your letter to make sure that everything is correct. (All fonts the same etc.).

Following is an example of the original letter and the letter where the tags have been added.

The original letter looks like this: (part of the letter)	The new letter where you have replaced the variables with the tags will now look like this: (Part of the letter).
<p>Faculty of xxxx</p> <p>Date</p> <p>Title Initial Surname</p> <p>Address 1</p> <p>Address 2</p> <p>Address 3</p> <p>Address 4</p> <p>Postal Code</p> <p>YOUR STUDENT NUMBER: Student Number (must be used in all correspondence with UJ)</p> <p>Dear Title Surname</p> <p>Your application to Qualification name for year refers.</p> <p>Thank you for your application to study at the University of Johannesburg.</p>	<p>Faculty of <FacDesc></p> <p><PrettyDate></p> <p><StudTitleInitSurn></p> <p><StudAddrLine1></p> <p><StudAddrLine2></p> <p><StudAddrLine3></p> <p><StudAddrLine4></p> <p><StudAddrPCode></p> <p>YOUR STUDENT NUMBER: <StudNumber> (must be used in all correspondence with UJ)</p> <p>Dear <StudTitleSurn></p> <p>Your application to <QualDescOTDesc_R> for <CalYear> refers.</p> <p>Thank you for your application to study at the University of Johannesburg.</p>



8. STEP 6: RETRIEVE THE WORD DOCUMENT – GMNT-14

You are now going to link the letter in your ITSTEMP file to the ITS INTEGRATOR database.

1. Return to GMNT-14, iComms Style Sheets and move to the letter code of the required letter using the down-arrow OR query your letter code.

2. Click on: Retrieve from Client.

The screenshot shows the 'iComms Style Sheets' application window. At the top, a table lists documents with columns: Code, Description, Document Classification, Start Date, Show, and User. The first row is highlighted with '99TESLET' in the Code column and 'iComms_test_letter' in the Description column. A callout bubble points to this row with the text: '1. Return to GMNT-14, iComms Style Sheets.' Below the table, there are several form fields. A callout bubble points to the 'Document Classification' dropdown menu, which is set to 'LET - Letter', with the text: '2. Move to the letter code to continue.' Another callout bubble points to the 'Retrieve from Client' button, with the text: '3. Click on: Retrieve from Client.' The interface also includes sections for 'Letter Objects' and 'Conditional Letter Objects'.

3. A drop-down menu will appear and you have to look for the required document. Make sure you select the letter saved in Rich Text Format (rtf).

4. Click on: Open.

This screenshot shows the same 'iComms Style Sheets' application window as before, but with an 'Open' dialog box open in the foreground. The dialog box has a 'Look In' field set to 'ITSTEMP' and a list of files: '99TESLET.rtf', 'Decline Letter objects.docx', 'SMS 15 Oct.txt', 'SMS Objects.docx', and 'SMS.txt'. A callout bubble points to the '99TESLET.rtf' file in the list with the text: '1. Select your letter from the drop down list.' The 'File Name' field in the dialog is empty, and the 'Files of Type' dropdown is set to 'All Files'. The 'Open' and 'Cancel' buttons are at the bottom of the dialog.

5. Wait a while so that the letter can upload in the Integrator database.

6. The message: "File uploaded successfully into the database" will appear in a "pop up block" and at the bottom bar.

7. Click: OK.

99TESLET iComms_test_letter LET 17-AUG-2015 Y - Yes EENB12

Document Groups

Sequence Document Classification LET - Letter Description

English Document

Alternate Document

Send Mail N - No Mail Destination Default Printer Destination

Display at Runtime N - No Active Y - Yes Number of Test Records 2 Label Profile Code

Letter Objects

Letter	Letter Object	Description
99TESLET	iComms_test_letter	
	G0000035	Requesting_User
	G0000036	Requestor
	G0000037	Param_Docdate
	G0000038	PrettyDate
	G0000039	PrettyTime
	G0000040	PrettyDateTime
	G0000041	LetterCode
	I0000001	BlockDesc

Conditional Letter Objects

User Start Date Show Yes No

Document Passed the RTF2FO stylesheet conversion.

9. STEP 7: LINK PROGRAM TO MASTER GROUP

Before you can generate the letters, the master code has to be linked to the ITS INTEGRATOR option USERS-1 by ICS. You can send an e-mail to itsrequest@uj.ac.za with the following information:

- Menu name and option where you will print your letters – Available from Annexure A. (In the case of our example, it will be SCOM2-1).
- Master code of your group of documents. (In the case of our example, it will be 99TESMST).

10. STEP 8: GENERATE THE LETTERS

In general UJ is moving away of printing letters, however if you want to print the letters, and you can thus e-mail the letters to the student. If you need to print the letters you can do so in your office. If you need to print in BULK, you have to call ICS on x4749 that they can create a printer for you to print your I-Comms letters with the University logo on the page. This set-up only needs to be done once.

Determine the type of letter (admission letters, registration information, graduation letters, faculty specific letters etc.) and decide on the ITS INTEGRATOR option that will be used to generate and print the letters. Use **Annexure A** to determine the default letter code, the master group code and the ITS INTEGRATOR menu option.

For this example the type of letter will be:

“Declined applicants”, the letter code will be: 99TESLET, the master group code will be: 99TESMST and the ITS INTEGRATOR menu option to print the letters will be: SCOM2-1.

1. Go to the specific ITS INTEGRATOR menu and option to generate the letters. (In this case: SCOM2-1). Enter all the required input parameters.

a) Select your Master Group from the list

{SCOM2-1} Academic Applications x

Batch Prompts for - il9bea

Request Number

Stylesheet (Output Format) IL401GRP MASTER Request Description

Batch View Print

Print Letters (A1) ☐ N IL901GRP MASTER COMBIN 12/11/2006

Print Lists (A1) ☐ N IL401GRP MASTER COMBIN 6/25/2008

Print Labels (A1) ☐ N 15INHGRP MASTER COMBIN 4/15/2019

Print Ascii (A1) ☐ N 15CMIGRP MASTER COMBIN 4/11/2019

Send Sms (A1) ☐ N S3CG1QPM MASTER COMBIN 3/12/2019

Contact Type (A2) ☐ S3CG1QAM MASTER COMBIN 1/2/2019

Address Type (A2) ☐ 34APVGRP MASTER COMBIN 11/27/2018

Communication Type (A2) ☐ DH1WLMST MASTER COMBIN 10/29/2018

Sms Communication Type (A2) ☐ DH2WLMST MASTER COMBIN 10/29/2018

Sort Order (A2) ☐ DH3WLMST MASTER COMBIN 10/29/2018

Document Date (DD-MON-YYYY) 02-May-2 INSADGRP MASTER COMBIN 10/17/2018

Is this a Test Document (A1) ☐ INSAMGRP MASTER COMBIN 10/17/2018

INSCDGRP MASTER COMBIN 10/17/2018

INTCMGRP MASTER COMBIN 10/17/2018

FEBBNGRP MASTER COMBIN 10/10/2018

Search...

Search and Select: Glcxslidocc x

Search

Match ☒ All ☐ Any

Output Format

Stylesheet

Stylesheet	Output Format	Output Type	Start Date
IL901GRP	MASTER	COMBIN	12/11/2006
IL401GRP	MASTER	COMBIN	6/25/2008

b) Enter your master group and click on Search OR

c) Click on Advanced to search on master description

Search and Select: Glcxslidocc x

Search

Match ☒ All ☐ Any

Output Format

Stylesheet

Stylesheet	Output Format	Output Type	Start Date
INSCDGRP	MASTER	COMBIN	10/17/2018
99ASCGRP	MASTER	COMBIN	6/26/2015
CSCNSGRP	MASTER	COMBIN	5/23/2011
HSCONGRP	MASTER	COMBIN	5/6/2011

d) Change your criteria if needed and enter the value you are searching for

e) Click on OK

{SCOM2-1} Academic Applications x

Batch Prompts for - il9bea

Request Number Stylesheet (Output Format) IL401GRP MASTER Request Description Batch View Print

Print Letters (A1) ☐ No

Print Lists (A1) ☐ No

Print Labels (A1) ☐ No

Print Ascii (A1) ☐ No

Send Sms (A1) ☐ No

Contact Type (A2) ☐

Address Type (A2) ☐

Communication Type (A2) ☐

Sms Communication Type (A2) ☐

Sort Order (A2) ☐ Numerically

Document Date (DD-MON-YYYY) 02-May-2019

Is this a Test Document (A1) ☐ No

Create a Logfile (A1) ☐ Yes

Calendar Year (N4)

Block Code (A2)

Campus Code or ALL (N2) ALL

Faculty Code or ALL (N4) ALL

Qualification Code or ALL (A6) ALL

Application Student Type or ALL (A2) ALL

Offering Type or ALL (A2) ALL

Study Period or ALL (A1) ALL

Subject Student Type or ALL (A2) ALL

Admittance Yes / No OR Both (A1) ☐ Both

Subject Offering Type or ALL (A2) ALL

Admission Status or ALL (Blank for no Status) (A2) ALL

Print ALL Choices (A1) ☐ No

Include Already Admitted Students (A1) ☐ Yes

Application Type or ALL (A2) ALL

Should Planned Subjects be Selected for Qualification Block Only (A1) ☐ No

Include Qualifications Already Registered (A1) ☐ Yes

Print Administrative Comments (A1) ☐ No

Select Bulk or Individual Students (A1) ☐ Bulk

Insert all relevant parameters.

NOTE:
Test letter = Y for testing and = N for actual run
Logfile = N for testing and = Y for actual run.

f) Document date is "today's date" and also the date that will print on the letters.

g) Calendar year will be the year for which the application is.

h) These are the general parameters, you can be more specific regarding campus, faculty, qualification, offering type and study period.

i) **All Choices:** Leave on No, because the system looks at the qualification and status code regardless of the choice number,

j) In most cases you will select: Bulk to send the letters to all the students in the specific category. (Declined students)

k) when you tab past Bulk/Individual the Batch Button at the top will become active and you can run the report on Batch.

{SCOM2-1} Academic Applications x

Batch Prompts for - il9bea

Request Number Stylesheet (Output Format) IL401GRP MASTER Request Description Batch View Print

Print Letters (A1) ☐ No

Report Batch Processing

Batch Mode ☒ Immediate ☐ Deferred

Dependent Request Number

Cancel Proceed

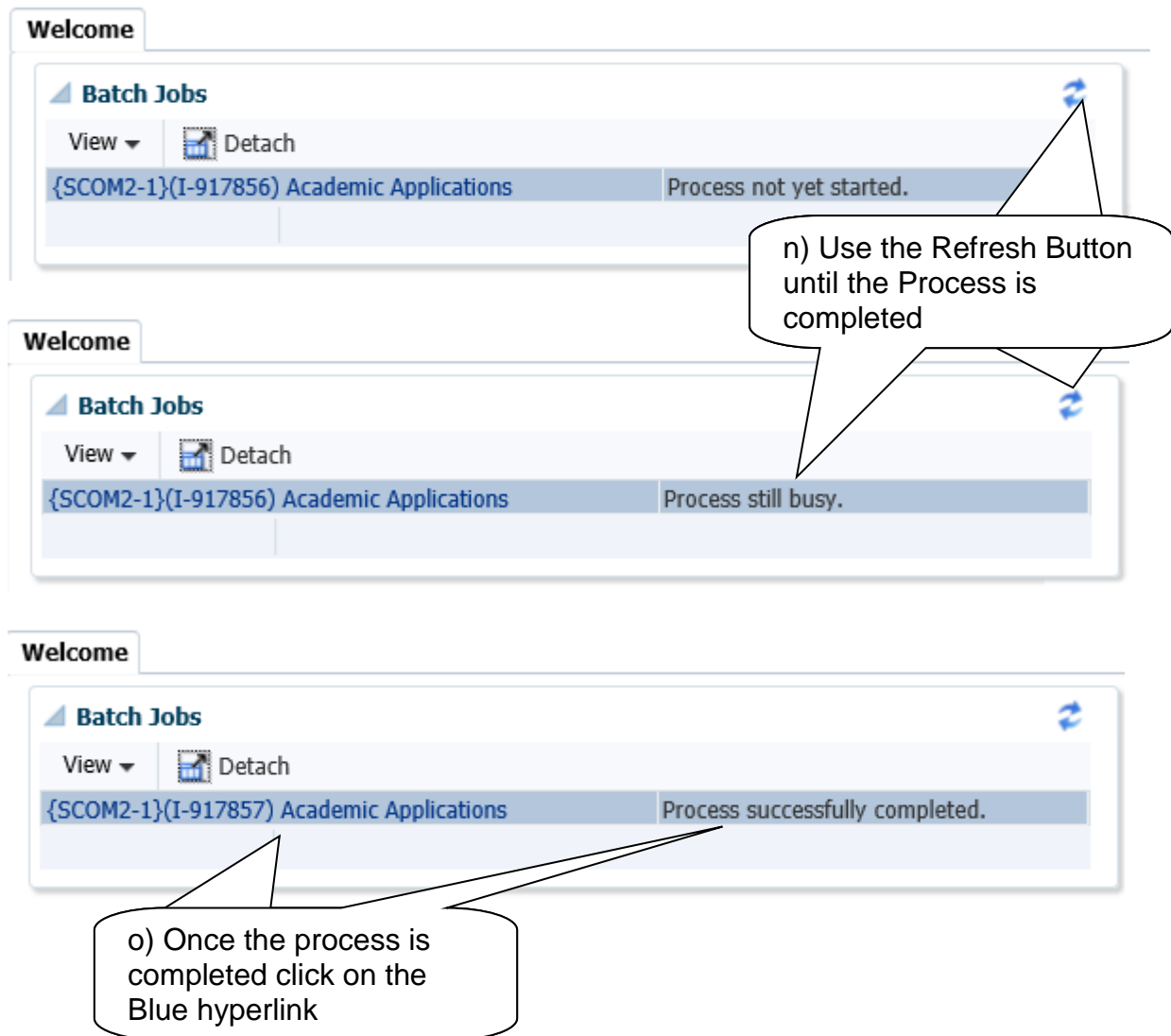
l) Click on Immediate and Proceed.

Information

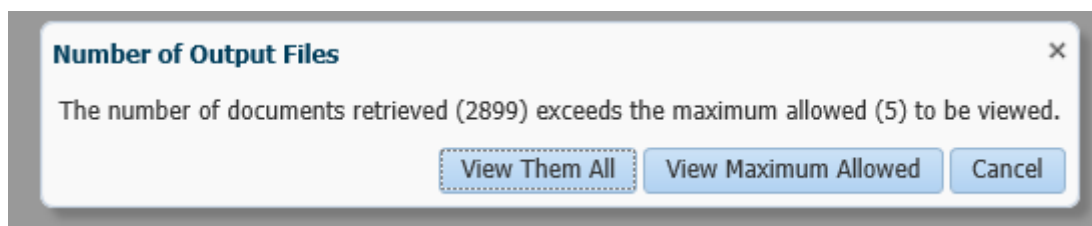
Your Batch Request Number is: 917856

OK

m) Click on OK.



2. When you've run the letter in BULK you will get this popup warning you of how many letters you generated. ALWAYS only view maximum allowed



3. When you click on view: You will multiple letters and 1 summary The first one is a summary and the second one the letter.

http://its-test-01.uj.ac.za:7772/pls/test03/gen.g55_show_dsr?x_key=F265150D8771

File Edit Go to Favorites Help

Date : 18-AUG-2015 14:46:59
 Program : il9bea v03.0.0.2
 Stylesheet : DEFLTLOG v02.0.0.0

University of Johannesburg Test (RH)
 Academic Applications

Page 1
 Batch Request Number : 86114

Print Letters	Y	Print Lists	N
Print Labels	N	Print Ascii	N
Send Sms	N	Contact Type	PC
Address Type	PA	Communication Type	ET
Sms Communication Type		Sort Order	N
Document Date	18-AUG-2015	Is this a Test Document	N
Create a Logfile	Y	Calendar Year	2016
Block Code	0	Campus Code or ALL	5
Faculty Code or ALL	14	Qualification Code or ALL	D7002Q
Qualification Student Type or ALL	ALL	Offering Type or ALL	41
Study Period or ALL	1	Subject Student Type or ALL	ALL
Admittance Yes / No OR Both	N	Subject Offering Type or ALL	ALL
Admission Status or ALL (Blank for no Status)	1N	Print ALL Choices	N
Include Already Admitted Students	Y	Application Type or ALL	ALL
Should Planned Subjects be Selected for	N	Include Qualifications Already Registered	Y
Qualification Block Only			
Print Administrative Comments	N	Select Bulk or Individual Students	I
Enter Student Number to Include or <Enter/	216000097	Enter Student Number to Include or <Enter/	
Return> to Continue		Return> to Continue	

Report Sequence	Report Description	Indiv/ Batch	Number Generated	Number Rejected	Auto Mail Yes/ No	Mail Override	Auto Print Yes/ No	Print Override	Active Entry
10	Univ of Johannesburg - Test Letter	I			Y	evermeulen@uj.ac.za			Y
20	Default Log	B			N				Y

Total Records Read: 0

End Of Report

Once you have generated the letters, it will be mailed to the relevant students.

v_dsr?x_key=F5B90DB23CEFBFA1

Integrator Date Verification -...

its-test-01.uj.

FACULTY OF HUMANITIES

18 August 2015



YOUR REFERENCE NUMBER :
 (must be used in all correspondence with UJ)

Dear

Your application to (APB FULL-TIME) for 2016 refers.

Thank you for your application to study at the University of Johannesburg.

We regret to inform you that your application for the programme as indicated above has not been successful, as your results did not meet the minimum requirements.

Applicants who have been declined based on their final Grade 11 results might be taken into consideration if their final Grade 12 results meet the minimum requirements for the intended qualification. Please note that meeting the minimum requirements for a specific programme does not necessarily guarantee admission due to space constraints and/or selection processes.

In January 2016, depending on selection and spaces available, UJ will automatically allocate statuses to potential candidates based on their final Grade 12 results received from the Department of Higher Education and Training, and inform them accordingly via SMS. It is, therefore, not necessary to come into UJ in January 2016 to submit your final Grade 12 results. Alternatively, applicants can follow the Mobi Late Enquiry process in January 2016 to enquire on study spaces still available. Please visit the UJ website for more details at www.uj.ac.za during January 2016.

Please note that due to the administrative process involved in considering your application, the application fee paid is non-refundable.

Yours sincerely

IMPORTANT NOTES:

You now have to delete the reference to your OWN e-mail address in order for the e-mail to reach the student via the student e-mail address

University of Johannesburg Test (RH)

Action Edit Query Block Record Field Window Favourites Graduator Resource General Technical Processes Help

g84app : v03.0.0.6 (GMNT-14) Maintain iComms Stylesheets

iComms Style Sheets

Code	Description	Document Classification	Start Date	Show	User
99TESMST	iComms_test_master	MST	17-AUG-2015	Y - Yes	EENB12

Sequence 10 Document Classification LET - Letter Description Univ of Johana

English Document 99TESLET iComms_test_letter

Alternate Document 99TESLET iComms_test_letter

Send Mail Y - Yes Mail Destination evermeulen@uj.ac.za

Display at Runtime Y - Yes Active Y - Yes Number of Test Records 2 Label Profile Code

REMOVE your own email used in the TESTING process BEFORE you generate the letter to the student

Everytime you make a change on your letter, you have to upload it again on the ITS INTEGRATOR system (Step 6 in the manual).

It is also important to know that once your letter is uploaded anyone can create and print those specific letters if they know your group and letter codes.

11.STEP 9: SETUP FOR BATCH PRINTING

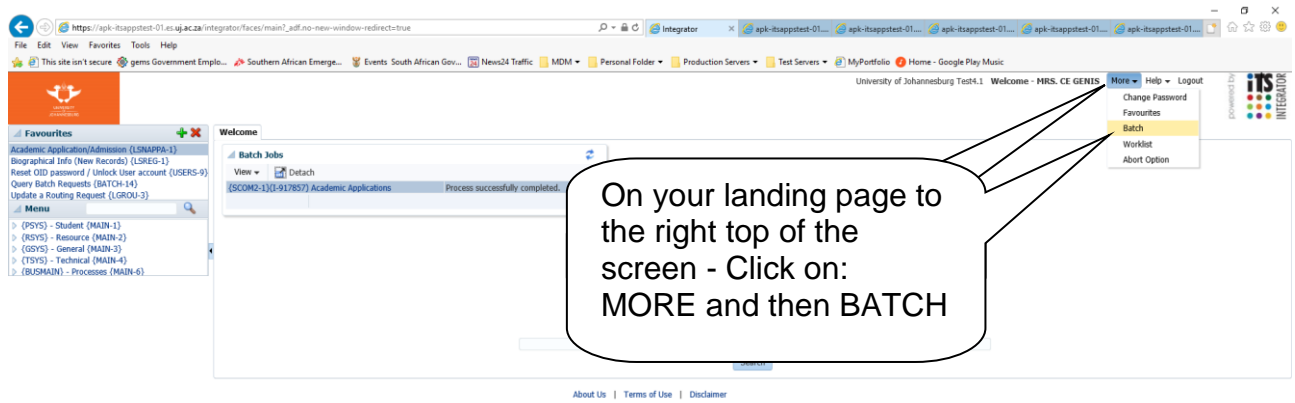
You can schedule the letter so that the program will automatically generate and mail the letters on a scheduled date. The menu option is: **BATCH 8** – Schedule programs. You can schedule the program daily, weekly, monthly or quarterly. If you schedule it weekly, you can also select the day on which the program has to run.

If you select a Monday, the programme will automatically create the letters and by the time you get to your office you can just print them. You have to follow the following three steps:

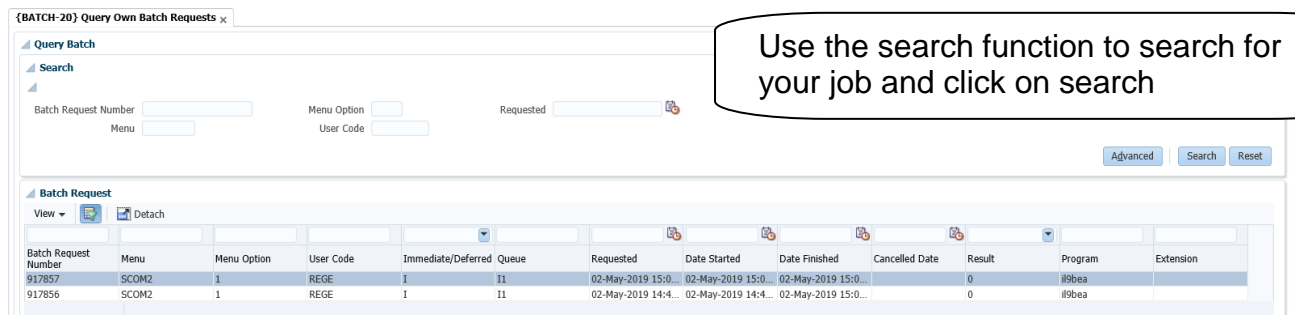
1. Get the request number.
2. Link a description to the request number.
3. Schedule the batch report.

11.1. Determine the Request Number

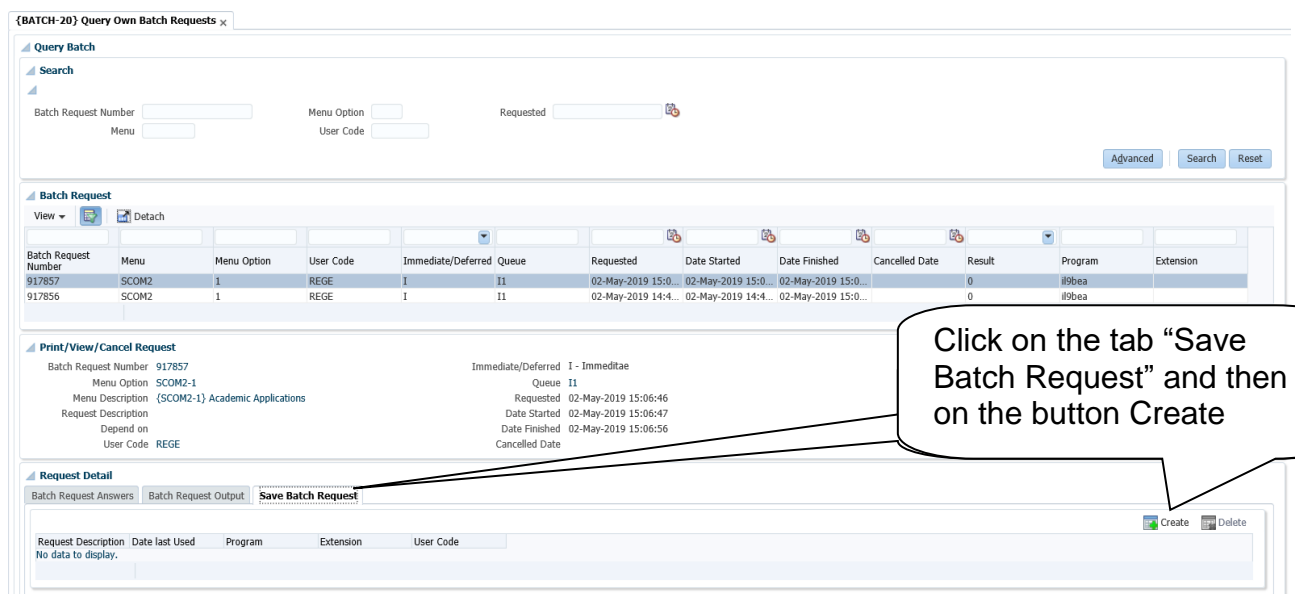
- You have to request your letters on the specific printing option. (SCOM2-1)
- After you have generated the letters you click on the Batch button.



Batch-20 will open with only the jobs that you have created. Scroll down to the relevant option and follow the steps indicated below



11.2. Link Description to Request Number



Print/View/Cancel Request

Batch Request Number 917857
 Menu Option SCOM2-1
 Menu Description {SCOM2-1} Academic Applications
 Request Description
 Depend on
 User Code REGE

Immediate/Deferred 1 - Immediate
 Queue 11
 Requested 02-May-2019 15:06:46
 Date Started 02-May-2019 15:06:47
 Date Finished 02-May-2019 15:06:56
 Cancelled Date

Result 0 - Successful

Request Detail

Batch Request Answers Batch Request Output Save Batch Request

Request Description application Letter

Create Delete

11.3. Schedule the Letter

Go to BATCH-8 to schedule the report.

{BATCH-8} Schedule Programs

Batch Request Schedules

Enter the following:
 a) scheduling type,
 b) frequency and
 c) interval needed

Advanced Reset

Schedule

* Schedule Type ☒ O - Oracle Scheduler
☐ B - Batch Scheduler

Frequency

Schedule Interval Hour Minute

Schedule Detail

Request Detail Dependant Parameters Job Detail

Batch Request Number 917857 Request Description application Letters

Program il9bea Extension
 Menu SCOM2 Option 1 Menu Description {SCOM2-1} Academic Applications

Email to send output Email to Send Errors

Last Date Request Copied
 Scheduler Instruction
 Original User REGE

Next Request Number

Enter the e-mail for the report and the e-mail for errors

Remember to save

Please note the following w.r.t Schedule Type and frequency:

ITS BATCH	ORACLE Scheduler
D - Daily	N - Minutely
W - Weekly	H - Hourly
M - Monthly	D - Daily
Q - Quarterly	W - Weekly
	M - Monthly

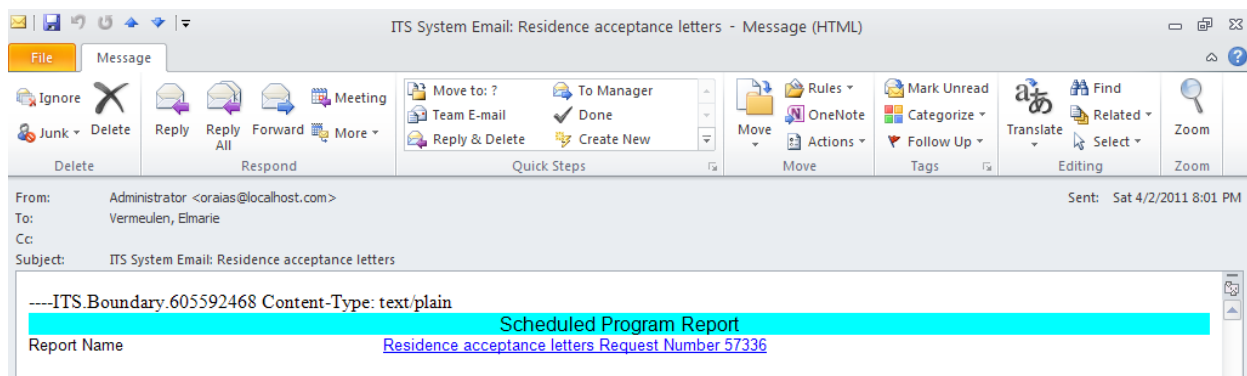
The interval of the previous field. Valid values 1 - 99. **Only valid for ORACLE Scheduler.**

Time of day when job must execute. **Only valid for ORACLE Scheduler**, all parameters excluding Minutely.

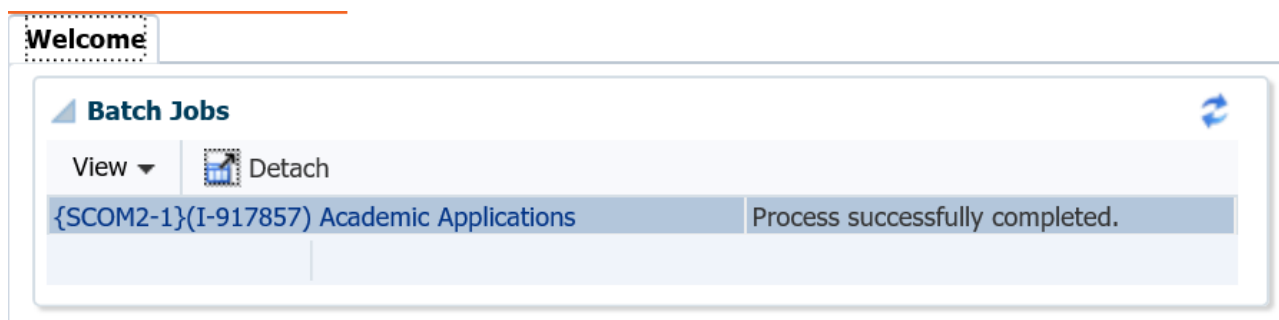
Oracle Scheduler run parameters

It is only in extreme circumstances that you will use the ORACLE Scheduler.

Once the scheduled program has automatically generated the requested batch, you will receive an e-mail looking like this:



You will see the job schedule on the landing page and can view the output by clicking on the Blue Hyperlink. It will also be in your inbox if you've indicated such.



12. HOW TO REPRINT A LETTER

It is important to create a logfile for the letters once it was generated to avoid sending letters to the same students over and over. Once a logfile is created, the system will not generate another letter for those students again. However, it is possible to reprint a letter for a student. The logfile needs to be removed and then another letter could be printed for the student.

12.1. Remove the logfile

If you have created a log file and need to re-print the letters or have to re-print one letter, you have to request a reprint by "removing" the log file.

A request for a **re-print** is done on: SCOM-1 Student document Enquiries.

You can follow the exact steps on how to remove a logfile and reprint a letter as explained in the manual: Remove a logfile and reprint letters available on the intranet under: Registrar's Portfolio >> Central Academic Administration >> Scroll down to Training >> Documents and Templates >> Academic Administration.

12.2. Reprint the letters

Go back to the specific I-Comms option where you normally print that specific type of letter. In this example it will be SCOM2-1.

Enter the parameters as per normal request until you get to: Select Bulk or Individual Students.

- a) If you have to reprint a group - enter: B - Bulk or
- b) If you want to reprint 1 letter, enter I – individual.

If you have to reprint an individual letter a field will open where you have to enter the student number.

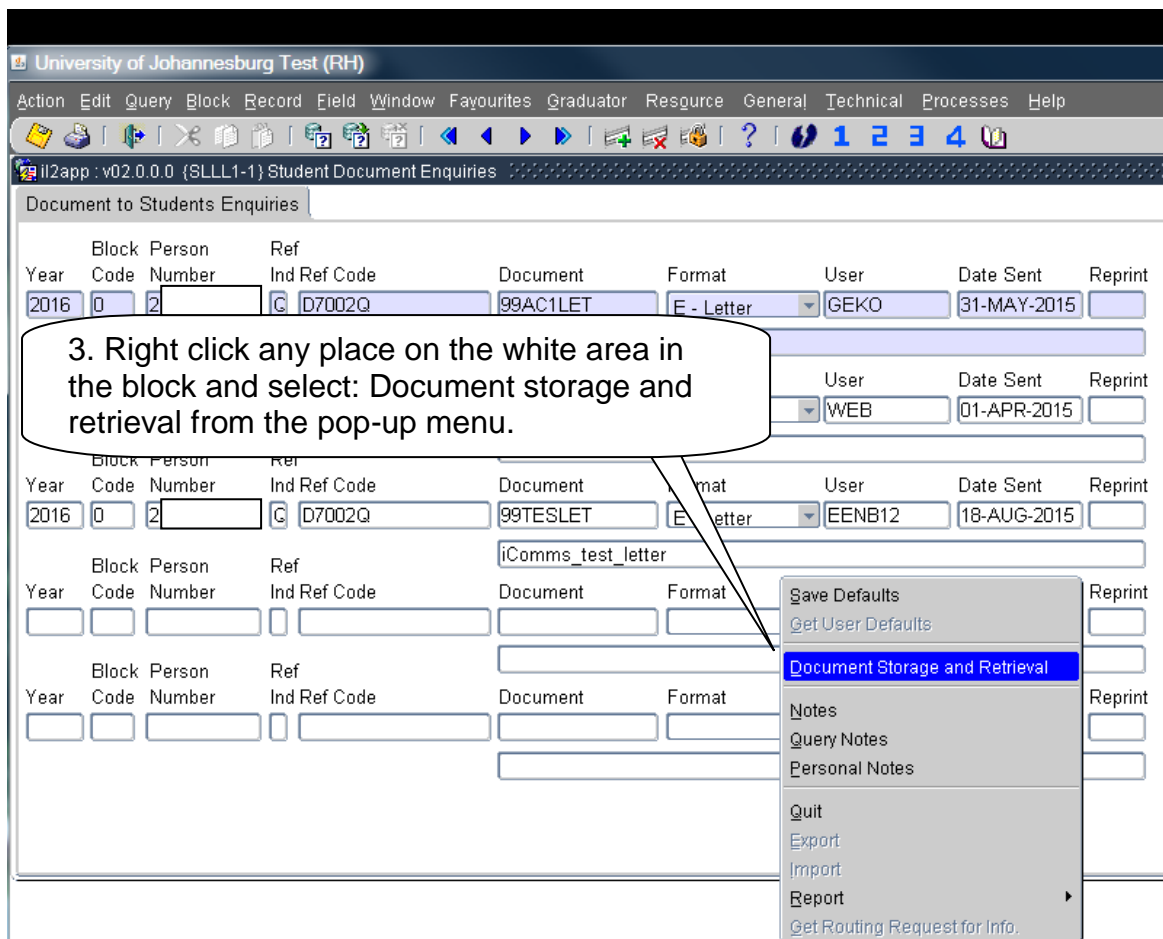
13. VIEW A LETTER GENERATED FOR A STUDENT

Once a letter or document was created for a student you can view it on the ITS INTEGRATOR system. This is being done on the ITS INTEGRATOR menu option: SCOM-1. Query the student number and click on execute. Once you have all the information of the student in front of you, right click any place on the white area in the block. On the pop-up menu, select : Document storage and retrieval.

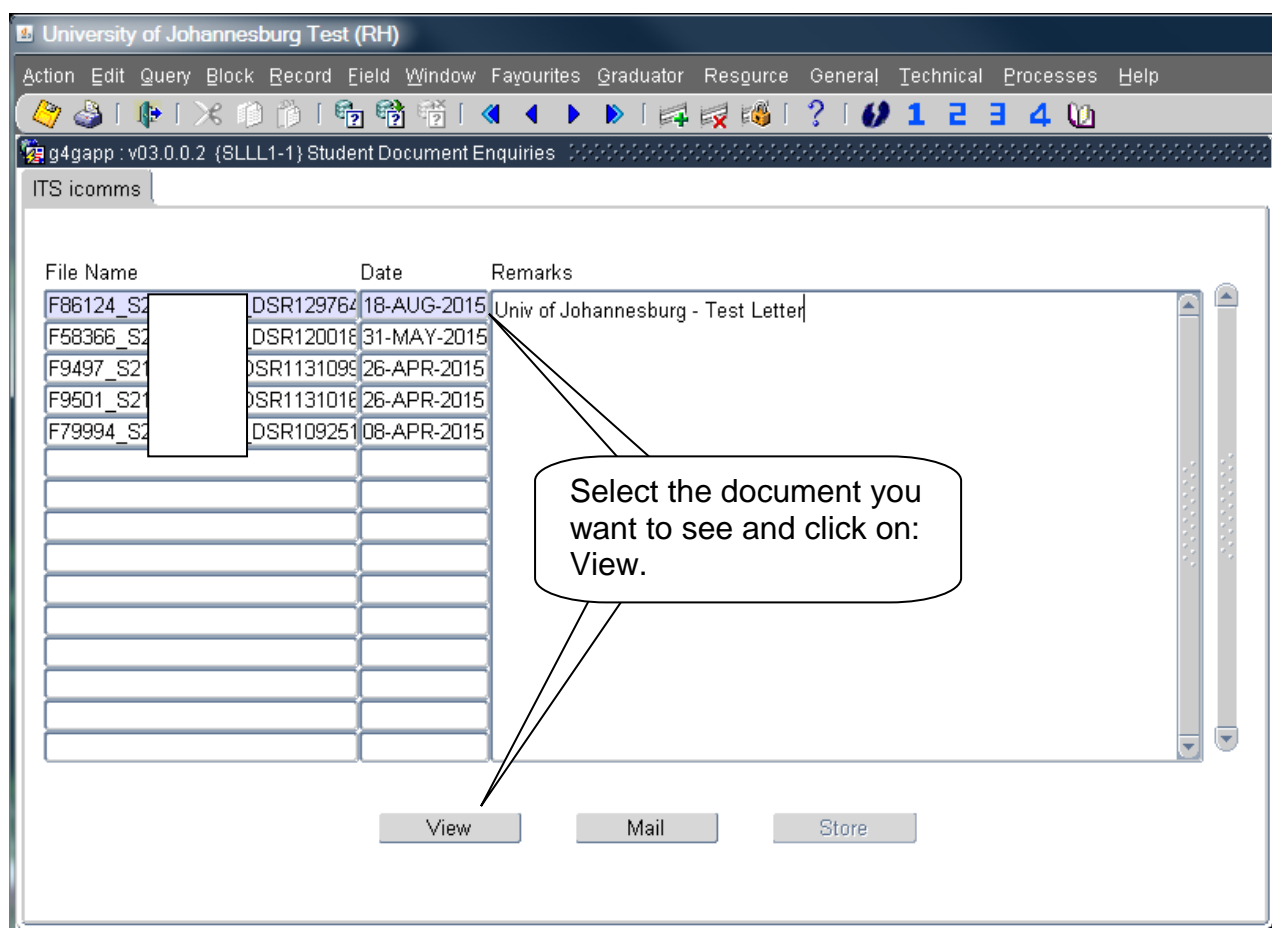
1. Enter a query.

2. Enter the student number and click on: Execute.
All documents generated for this student so far will be displayed.

Year	Block	Person Code	Number	Ref	Ind Ref Code	Document	Format	User	Date Sent	Reprint
2016	0	216		G	D7002Q	99TESLET	E - Letter	EENB12	18-AUG-2015	
2016	0	216		G	D7002Q					
2016	0	21		G	D7002Q					



A list of all documents created for the student will appear. Select the relevant letter you want to see and click on View. The letter will open.



The selected letter will open.

FACULTY OF HUMANITIES

18 August 2015



YOUR REFERENCE NUMBER :
(must be used in all correspondence with UJ)

Dear MS

Your application to (APB FULL-TIME) for 2016 refers.

Thank you for your application to study at the University of Johannesburg.

We regret to inform you that your application for the programme as indicated above has not been successful, as your results did not meet the minimum requirements.

Applicants who have been declined based on their final Grade 11 results might be taken into consideration if their final Grade 12 results meet the minimum requirements for the intended qualification. Please note that meeting the minimum requirements for a specific programme does not necessarily guarantee admission due to space constraints and/or selection processes.

In January 2016, depending on selection and spaces available, UJ will automatically allocate statuses to potential candidates based on their final Grade 12 results received from the Department of Higher Education and Training, and inform them accordingly via SMS. It is, therefore, not necessary to come into UJ in January 2016 to submit your final Grade 12 results. Alternatively, applicants can follow the Mobi Late Enquiry process in January 2016 to enquire on study spaces still available. Please visit the UJ website for more details at www.uj.ac.za during January 2016.

Please note that due to the administrative process involved in considering your application, the application fee paid is non-refundable.

Yours sincerely

Student Enrolment Centre
011 559 4555

OFFICIAL ADDRESS | Cornerway and University Road Auckland Park
PO Box 501 Auckland Park 2006 | Tel: +27 11 559 4555 | www.uj.ac.za
Auckland Park Business Campus | Auckland Park Business Campus
Dorlando Campus | Dorlando Campus



1

(1 of 1)



14. ICOMS CHECK-LIST

Create a checklist to ensure that you keep record of your codes and the different steps that you are sure you have done everything possible to ensure the correctness of your correspondence.

Master code	Letter code	GMNT setup	Description	BATCH-14	BATCH-8	Request Number	Tested
99UNSMST	99UNSLET	Yes	Honours unsuccessful letter	Y	Y	90839	Yes
99PROMST	99PROLET	Yes	Hours provisionally successful letter	Y	Y	90845	Yes

A list with the old menu and option, the menu description, the old SLLL ITS INTEGRATOR program code, the new Integrator menu and option, default letter code, default list code and the Master Group code.

MENU AND OPTION	MENU DESCRIPTION	DEFAULT LETTER	DEFAULT LIST	MASTER GROUP
FSCOM1-2	Student Documents	IL601LET	IL601LST	IL601GRP
FSCOM1-3	Debt Collection Documents	I6I01LET	I6I01LST	I6I01GRP
FSCOM1-21	Bursary Applicant	FKI01LET	FKI01LST	FKI01GRP
FSCOM1-22	Bursary Allocation	FKC01LET	FKC01LST	FKC01GRP
SDGCOM-1	Issue Voucher Dispatch Note	IEQ01LET	IEQ01LST	IEQ01GPR
SCOM-7	Students in Residences Documents	ILI01LET	ILI01LST	ILI01GRP
SCOM-8	Secondary School Documents	ILF01LET	ILF01LST	ILF01GRP
SACOM-3	Documents per Indicator	IG601LET	IG601LST	IG601GRP
SACOM-4	Documents to Previous Grads	ILE01LET	ILE01LST	ILE01GRP
SACOM-5	Documents to Current Grads	IG901LET	IG901LST	IG901GRP
SACOM-6	Documents per Postal Code	IGA01LET	IGA01LST	IGA01GRP
SCOM2-1	Academic Applications	IL901LET	IL901LST	IL901GRP
SCOM2-2	Residence Applications	ILA01LET	ILA01LST	ILA01GRP
SCOM2-3	Certificates/Indicators (Applicants)	IL101LET	IL101LST	IL101GRP
SCOM2-4	Academic Applicants	IL401LET	IL401LST	IL401GRP
SCOM2-5	Foreign Student Documents	IH201LET	IH201LST	IH201GRP
SCOM3-1	Certificates (Registered Students)	ILH01LET	ILH01LST	ILH01GRP
SCOM3-2	Registered Students	IL501LET	IL501LST	IL501GRP
SCOM3-3	Registered Students (Subjects)	IL701LET	IL701LST	IL701GRP
SCOM3-4	Exemption Subjects	ILG01LET	ILG01LST	ILG01GRP
SCOM3-5	Confirmation of Centres	IS401LET	IS401LST	IS401GRP
SCOM3-6	Masters/Doctorate Dissertations	ILX01LET	ILX01LST	ILX01GRP
SCOM3-7	Dissertation Documents	ILZ01LET	ILZ01LST	ILZ01GRP
SCOM3-9	Foreign Students Documents	IH301LET	IH301LST	IH301GRP
SCOM3-11	Service Centre/Activity Documents	ILV01LET	ILV01LST	ILV01GRP
SCOM3-10	Province/Magistrate Documents	ILU01LET	ILU01LST	ILU01GRP
SCOM3-12	Excluded Students	IH101LET	IH101LST	IH101GRP
SCOM4-6	Qualification Results	IG901LET	IG901LST	IG901GRP
SCOM4-2	Examination Publications	ILL01LET	ILL01LST	ILL01GRP

MENU AND OPTION	MENU DESCRIPTION	DEFAULT LETTER	DEFAULT LIST	MASTER GROUP
SCOM4-4	Assignment Resubmission Documents	ILY01LET	ILY01LST	ILY01GRP
SCOM4-5	Marked Assignments	ILR01LET	ILR01LST	ILR01GRP
SCOM4-6	Promotion Ceremony Documents	ILT01LET	ILT01LST	ILT01GRP
SCOM4-7	Student Comments Letter	IL801LET	IL801LST	IL801GRP
SCOM4-10	Examination Information	ILS01LET	ILS01LST	ILS01GRP
SCOM5-1	General Documents	ILJ01LET	ILJ01LST	ILJ01GRP
SCOM6-2	Inserts Documents	II401LET	II401LST	II401GRP
SCOM6-6	Generic Group/Qualification	ILQ01LET	ILQ01LST	ILQ01GRP
SCOM6-3	Generic Group/Qualification Documents	ILC01LET	ILC01LST	ILC01GRP
SCOM6-5	Enquiries Status	ILW01LET	ILW01LST	ILW01GRP
SCOM6-4	Brochure Item	IL001LET	IL001LST	IL001GRP
TASKS1-36	Assessment Validation	IFD01LET	IFD01LST	IFD01GRP
CLCOM-1	Participant Interaction Letters	IUZ01LET	IUZ01LST	IUZ01GRP
CLCOM-2	Participant and Activity Letters	IUM01LET	IUM01LST	IUM01GRP
CCOM-3	Co-op Training Candidates	IOH01LET	IOH01LST	IOH01GRP
CCOM-4	Student Not Placed	IOI01LET	IOI01LST	IOI01GRP
CCOM-5	Interview Details	IOJ01LET	IOJ01LST	IOJ01GRP
CCOM-6	Successful/Unsuccessful Students	IOK01LET	IOK01LST	IOK01GRP
SRCOM2-1	Interview with Applicant	IR4A1LET	IR4A1LST	IR4A1GRP
SRCOM2-2	Outcome of Application	IR4B1LET	IR4B1LST	IR4B1GRP
SRCOM2-3	Involvement with Projects	IR401LET	IR401LST	IR401GRP
SSTUD9-11	Student Cohort Correspondence	IJ701LET	IJ701LST	IJ701GRP
SSTUDS-7	Service Request Correspondence	IY501LET	IY501LST	IY501GRP

Please note: More training manuals are available on the intranet under: Registrar's Portfolio >> Central Academic Administration >> Scroll down to Training >> Documents and Templates >> Academic Administration.

THE END