

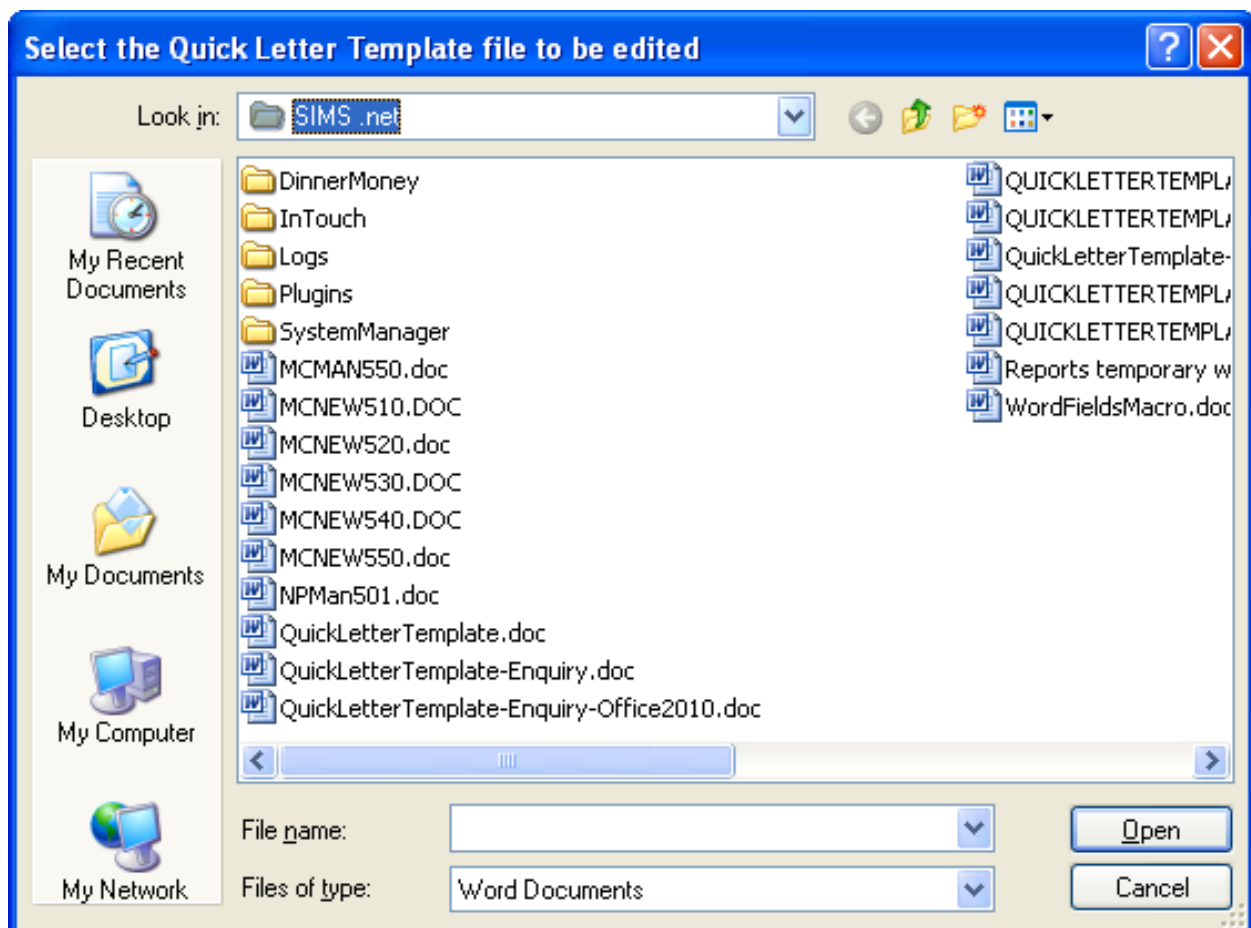
EDIT QUICK LETTER TEMPLATE

Quick letter editing:

- A new route in SIMS which can be made available by applying a patch to edit Quick Letter (Patch 17084 – available from the SIMS Team)
- Once the patch has been run the following path will become available:
Tools | Setups | Attendance Setup | Edit Quick Letter Template
- It will open the directory specified in the SIMS.ini
 - QuickLetterPath=
 - QuickLetterPath=%userprofile%\My Documents\My SIMS Documents

OR

- Open in the SIMs.net location if above not specified



- Edit Quick Letter, as required.
- Save the document in the usual way and run Quick Letter from Student Record.