



SAINT Support Team

Testing Clearing Letters

How to test letters used during Clearing

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

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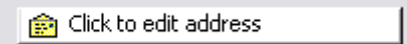
Testing Clearing Letters

Departments should set up a “Dummy” applicant on LIVE with a surname starting with TEST (for example TESTQCEENG or TESTQCESSIS). Using this format will ensures the test records are easy to find and will not be included in any ongoing statistical reporting.

Setting up Dummy applicant on QCE

- Open QCE screen
- Enter TESTQCE(department code) (for example TESTQCEENG) in SURNAME field
- Enter a value in NAMES if you wish
- Click radio button for CLEARING
- Press FIND button
- Click NEW button

Enter an address

Click  button. (Do NOT enter address directly into the grey area under this button – it will not store)

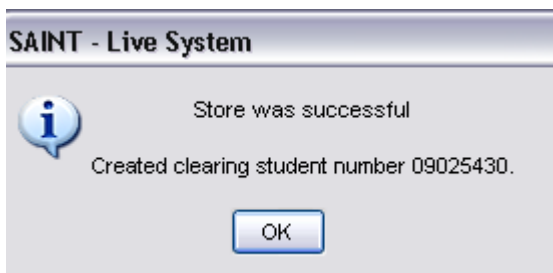
Enter a UK postcode (the University postcode is BD7 1DP), then press TAB

Enter house number OR click on house number range shown on screen and press SELECT

Click 

Click on the STORE button.

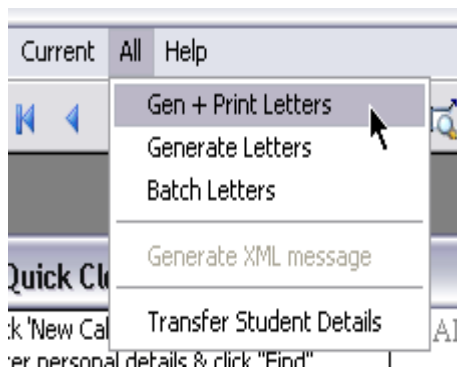
This will generate an ENTRY REF number, for example:



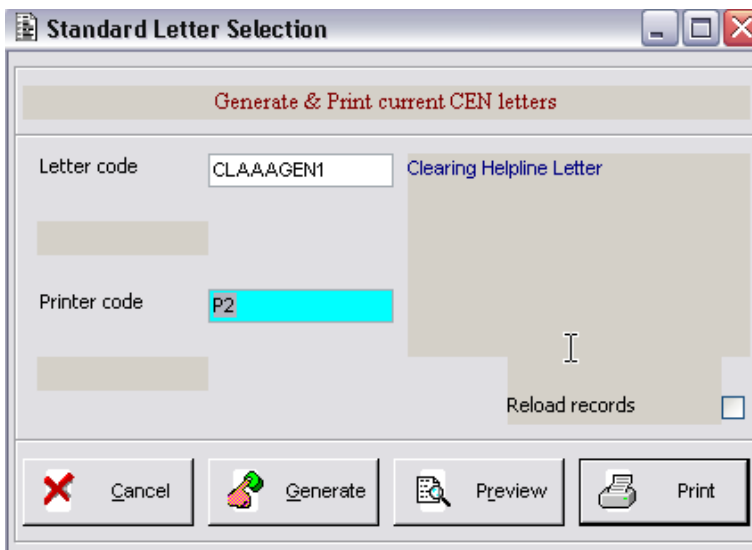
Click OK button

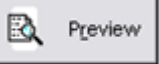
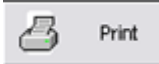
Print a Clearing letter

- Go to ALL – Gen + Print Letter



- Enter appropriate Letter code; for example:



- Click  Preview to see the letter generated on screen OR click  Print to print the letter