

Viewing Letters Sent to a Student/Applicant Using GUIMAIL

Mail Query Form:

This form displays any letters sent to a student/applicant, including department letters and grades. If there is a date in the Print field, then that letter has been sent to the student/applicant.

1. Open the Mail Query form by typing **GUIMAIL** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Mail Query GUI. The form displays a list of letters sent to a student with ID E00008795, Ms Kathryn Rae Robertson. The first letter is highlighted with a red box. Callout boxes provide explanations for specific fields:

- Term Field:** The Term field displays the term the letter was sent. Letters are term specific.
- Letter Field:** The Letter field describes the letter type.
- Initiated and Printed Fields:** The Initiated fields describes the date the letter entry was input in the Banner system. The Printed field describes the date the letter was printed for mailing.

System	Term	Material	Letter	Initiated	Printed	Wait	Module	Originator	Aid Year	Initials	Plan	Source
S	200410	ADMT	AD_GR_APPL_ADMT Admit Ltr to GR Degree Program	08-SEP-2003	09-SEP-2003	0	A	JENNIFER_JONES			GADM	GENERATED
S	200410	DOC1	AD_GR_APPL_DOC1 GR Domestic Follow-up Ltr 1	18-JUL-2003	24-JUL-2003	0					GADM	GENERATED
S			AD_GR_AP	30-JUL-2003	31-JUL-2003	0					GADM	GENERATED

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Click the **Next Block** icon on the toolbar to populate the form with a summary of all letters sent to the applicant.
5. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.