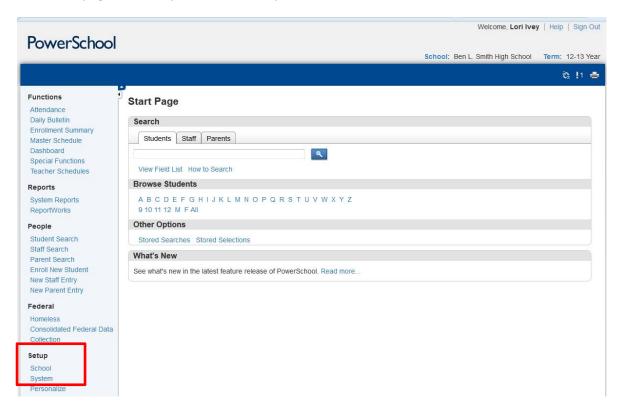# Form Letters and Mailing Labels

NOTE: When retrieving these templates from the webpage, save them on the hard drive of your computer. Do NOT try to open them.
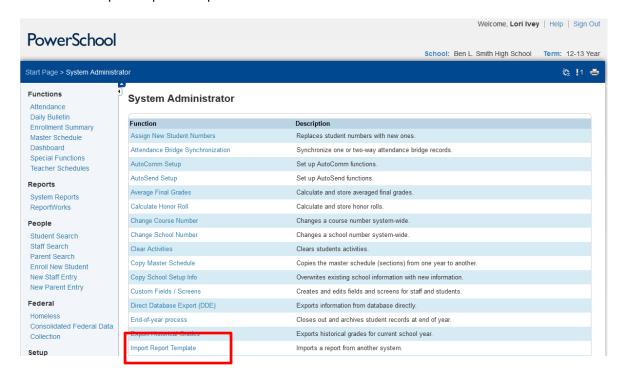
To IMPORT TEMPLATES for Mailing Labels and Form Letters:
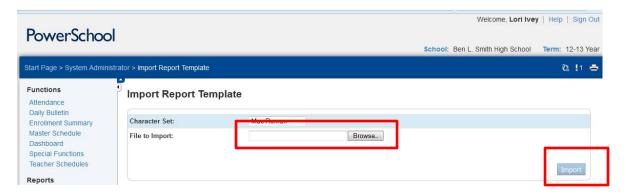
To import Form Letters or Mailing Labels:
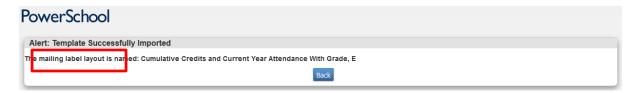
From start page click on System under Setup

Click on the Import Report Template link.

PowerShool

School: Ben L. Smith High School   Term: 12-13 Year

Start Page > System Administrator

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports
System Reports
ReportWorks

People
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

Federal
Homeless
Consolidated Federal Data Collection

Setup

System Administrator

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.

Click on the Browse button, go to the location you saved the templates, and click ok. Once the desired template has been selected, click the import button.

A successfully imported message will appear. This message will state what kind of template was imported, either a Form Letter or a Mailing Label. Then click the Back button.

Form Letters and Mailing Labels

To CREATE REPORTS FROM THE TEMPLATES for Mailing Label:

Click on System Reports under the Reports menu. For Form Letters and Mailing Labels, click on the Setup tab and then the appropriate link, either Form Letters or Mailing Labels, for the newly imported report.