Printing labels for AVD postcards

|  |  |  |  |
| --- | --- | --- | --- |
| Revision History | Date | Staff member | Revision Made |
| 1.0 | 18/12/2015 | KP | Creation |
| 2.0 | 12/01/2018 | SL | Change to retrieve profile code |
| *Printing labels for AVD postcards*  For those applicants who have received an offer and invite, but have not booked onto an AVD, the reminder postcard will be sent out on a Wednesday (3 weeks prior to the AVD for a Wednesday event and 3 and a half weeks prior to the AVD for a Saturday event). | | | | |

1. In ASIS, open the **ACD** screen.
2. You will need to load the Retrieve Template that has been created. Click on **Misc** from the menu screen and select **Load Retrieve template**.
3. Select **AVD-02-POST18** and click **Apply**.
4. You will then need to add the following criteria in the **CAP fields** tab at the bottom of the screen:
5. In the **Faculty** field enter the relevant faculty code. (You can double click to view the available options and select the relevant faculty code)
6. In the **App category** field enter H for Home students.
7. Click on F5 to retrieve the relevant records.
8. From the menu bar, select ‘**All**’ and click on **Gen+Print Letters**. In the Letter code field enter: **AVD-02-POSTC** and press the tab button on the keyboard.
9. You can click on **Print Preview** if you wish, otherwise, click on **Print**.