The following guide will assist users to create Admission letters in Microsoft Word and merge them to obtain a Synergized (electronic capture) in the (Electronic Document Management System (EDMS). In addition to the hard copy sent to the student, this procedure will allow a copy to be captured electronically within EDMS.
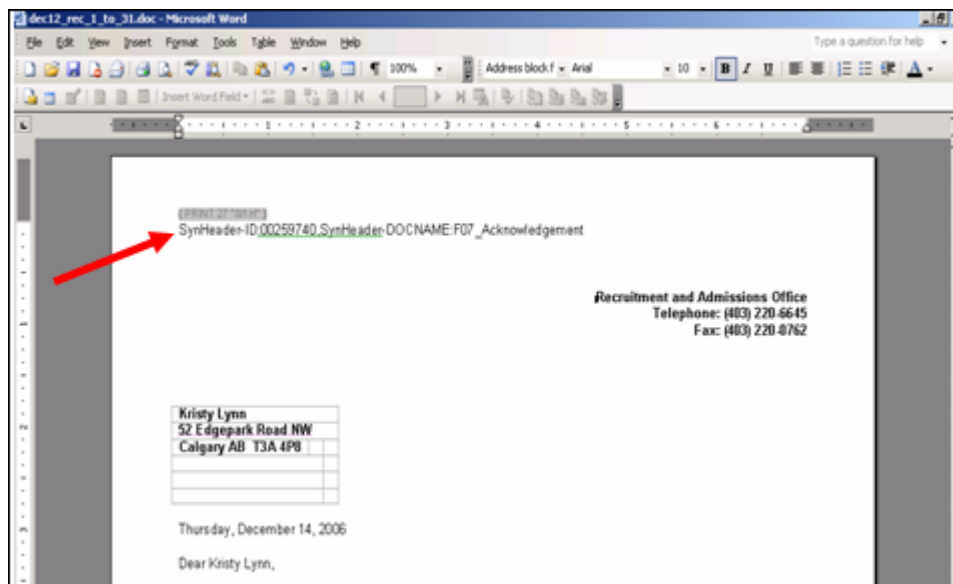
1. The Admissions office receives a data file containing student information from a variety of sources; PeopleSoft, Data Warehouse or it may be developed locally from the Department/Faculty office. The header contains an undetectable white font which contains the student identification number (Student ID) and the document name of the admissions letter in Synergize. The header is part of the word merge template and contains the Student ID number as a variable and the remaining text is fixed.
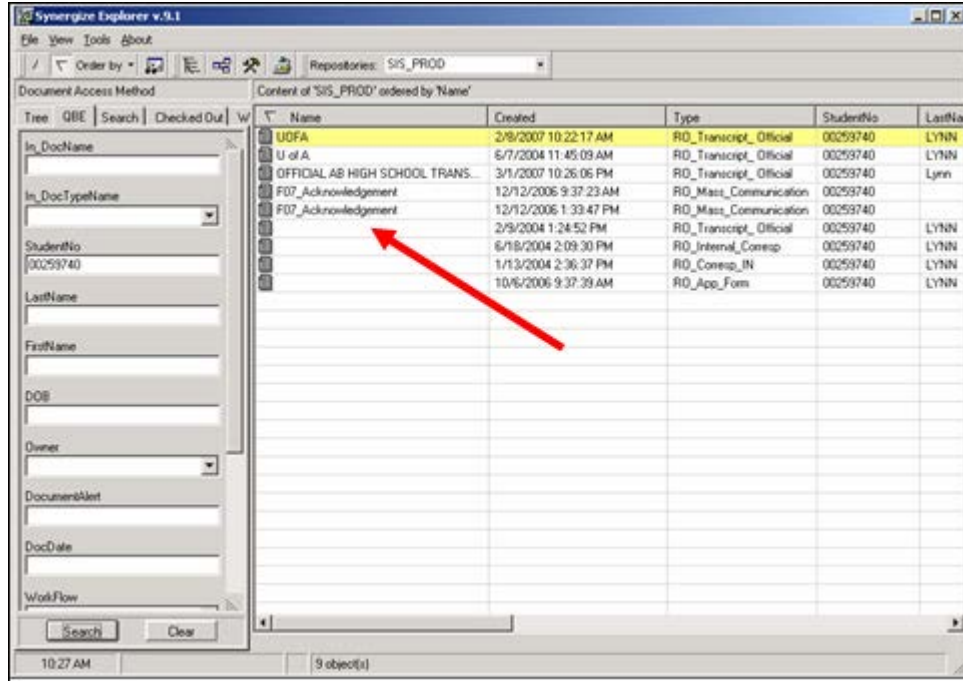
   Here is an example of a header:

   SynHeader-ID:00259740,SynHeader-DOCNAME:F07_Acknowledgement

   Here is an example of a letter for a student which will be synergized to the Student ID in the header 00259740 and the document name will be F07_Acknowledgement**.**

   This header format must be exact (case sensitive) and must be the first line of the document. The Student ID, name and address information will vary for each student. The document name is not relative to the success of the synergize process.

2. Here is an example of the document type viewed in Synergize. Note the name listed in Synergize.

3. Admissions includes the letter file into a folder on the server:

   ftp.$ \ro\Synergize\edmsword\Source\

   Note: the user MUST be able to access this directory in order to run this process.

   The Word file is automatically created by as a result of running a Word Merge. Each letter within the Word file is distinguished by the Synergize header previously mentioned.

4. An automated Synergize Job Service (which polls for Word files put into the "Source" directory every 67 minutes) picks up the word document, processes it so each letter within the word file is put into Synergize for that individual student, and then moves the word file in the following folder:

   ftp.$ \ro\Synergize\edmsword\Processed\.

   End of Procedure.

Contact Enrolment Services reghelp@ucalgary.ca if you require assistance with Synergize.