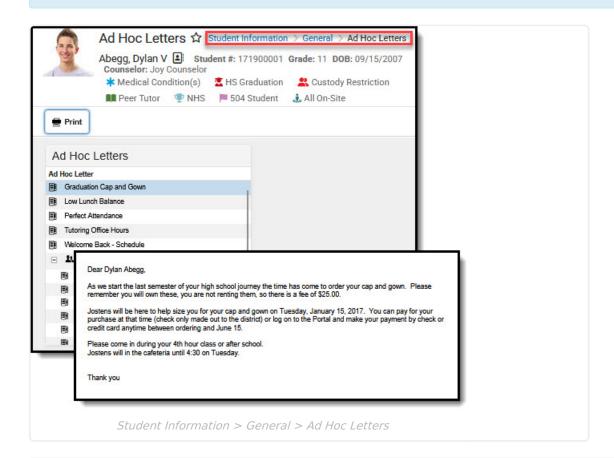


## **Ad Hoc Letters Tool Rights**

Last Modified on 02/27/2025 11:15 am CST

The **Ad hoc Letters** tool allows users to select a letter from a list of letters built in the Letter Builder tool and generate it for the selected student.

See the Ad hoc Letters (Student) article to learn more about how this tool is used.



Users must have rights to search for and select students in order to use this tool.

Two types of letters that have been created with the Ad Hoc Letter Builder display in this tool:

- Letters the user has created and saved for their personal use
- Letters saved to a User Group to which the user belongs

## **Available Tool Rights**

Subrights are in italic.

▶ Click here to expand...





R	w	Α	D
Ad Hoc Letters			
<ul> <li>User can see list of ad hoc letters they have created and saved to their personal account.</li> <li>User can select and print personal letters.</li> </ul>	N/A	N/A	N/A
User Group Reports			
<ul> <li>User can see and select letters saved to any User Group to which the user belongs.</li> <li>User can select and print user group letters.</li> </ul>	N/A	N/A	N/A

## **Suggested User Groups**

Some groups may only need Read access to the information displayed in this tool.

- Front Office
- Principal

See User Groups and Suggested Roles for more information.