

Mailer Setup (Open Enrollment Setup)

Tool Search: Mailer Setup

Mailer configurations are used for e-mail updates for Open Enrollment. The configurations also define whether or not an OLR feeder configuration is run before the e-mail is sent.

Mailer Setup ☆ System Settings > Open Enrollment Setup > Mailer Setu			
			Related Tools
for e-mail updates for Open Enrollment. The	e configurations also defi	ne whether or not an OLR feeder co	onfiguration is run
Report	Run Feeder	Archived	
OLR Feeder Letter for New Families (TEMPLATE)	true	false	•
OLR - Open Enrollment Lottery Complete (TEMPLATE)	false	false	-
	for e-mail updates for Open Enrollment. Th Report OLR Feeder Letter for New Families (TEMPLATE) OLR - Open Enrollment Lottery Complete (TEMPLATE)	Report Run Feeder OLR Feeder Letter for New Families (TEMPLATE) true OLR - Open Enrollment Lottery Complete (TEMPLATE) false	Report Run Feeder Archived OLR Feeder Letter for New Families (TEMPLATE) true false OLR - Open Enrollment Lottery Complete (TEMPLATE) false false

Field Descriptions

Field	Descriptions
Name	The name given to the mailer. All names for this editor should be unique.
Report Name	The AdHoc Report to run (for example, which letter in the Letter Designer should we use for the email). Only those with an OLR Prefix in the name are options.
Include only these Languages from OLR Application	Only selected languages that match the application language used in the OLR Application will be included in the Mailer run.
Run Feeder	When checked, it runs the feeder process to transfer data from the application submitted for Open Enrollment to an OLR application intended for enrollment. Only new families will be included in the feeder runs.
Archived	When checked, archived entries will not be included as options when the mailer tools are run.
OLR Status Message	Used with the Adhoc Report that is being run. If the tag (L)OLRLSTATUS(L) is included in the letter, the message you enter in the OLR Status Message field will replace the (L)OLRLSTATUS(L) in the letter.

Create a New Mailer Setup



Mailer configurations are used for e-mail updates for Open Enrollment. The configurations also define whether or not an OLR feeder configuration is run before the e-mail is sent.

- 1. Click New.
- 2. Enter a Name.
- 3. Select a Report Name (i.e. select the letter to send out).
- 4. If necessary, select languages from the Include only these Languages from OLR Application field.
- 5. If you wish to run the feeder at the same time, mark the checkbox for Run Feeder.
- 6. Enter an OLR Status Message that shows up on the email.
- 7. Click Save.