

# Letter Builder and Letter Designer Tool Rights

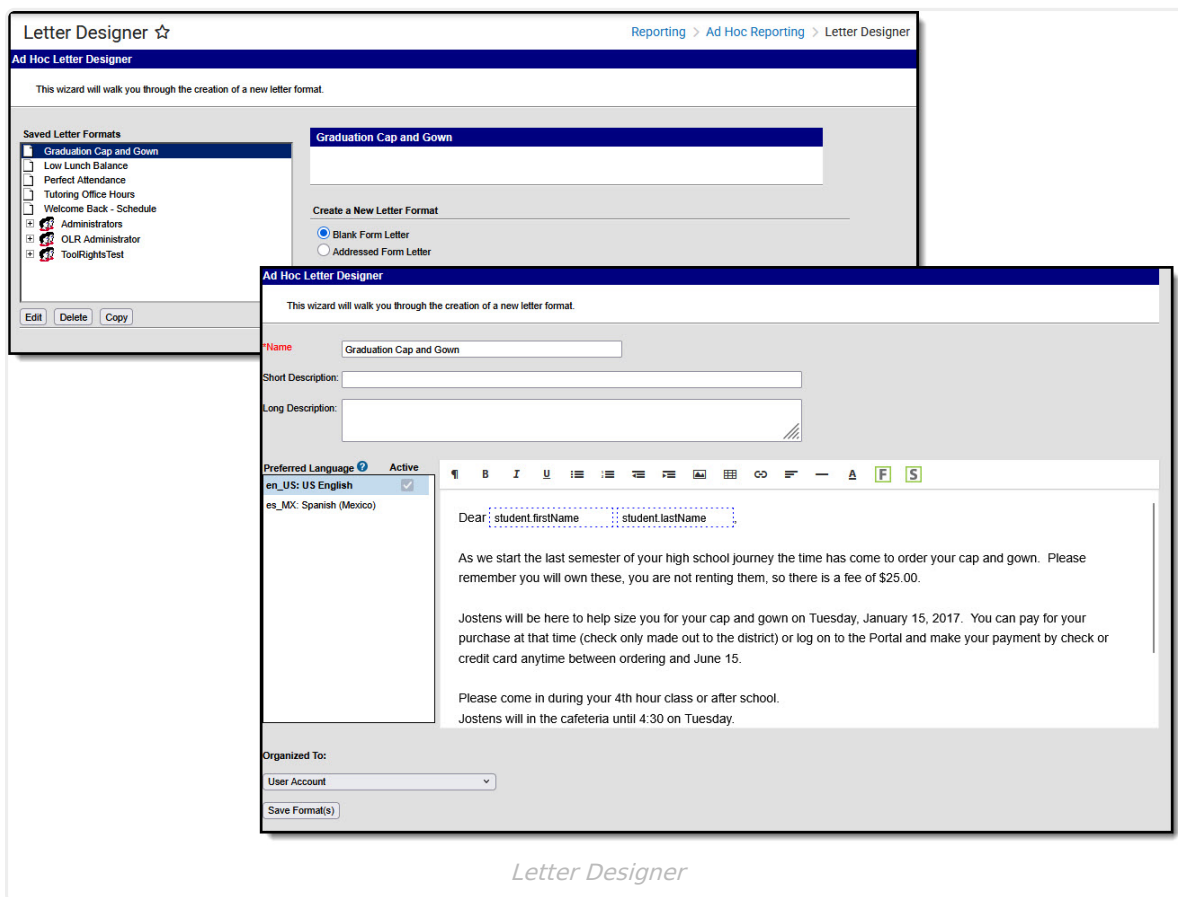
Last Modified on 12/08/2025 2:42 pm CST

The **Letter Builder** and **Letter Designer** tools allow users to create templates for blank or addressed form letters that can then be generated for students selected through one or more ad hoc filters.

See the [Letter Builder](#) and [Letter Designer](#) articles to learn how to use these tools.

## Letter Designer

The **Letter Designer** allows users to create letter formats (templates) for their own use or to share with user groups they belong to, depending on user rights.



The screenshot displays the 'Letter Designer' application window. The main title bar reads 'Letter Designer ☆'. Below it, a breadcrumb trail shows 'Reporting > Ad Hoc Reporting > Letter Designer'. The interface is divided into several sections:

- Ad Hoc Letter Designer Header:** A blue bar with the text 'Ad Hoc Letter Designer' and a sub-header 'This wizard will walk you through the creation of a new letter format.'
- Saved Letter Formats:** A list on the left side of the wizard, including 'Graduation Cap and Gown', 'Low Lunch Balance', 'Perfect Attendance', 'Tutoring Office Hours', 'Welcome Back - Schedule', 'Administrators', 'OLR Administrator', and 'ToolRightsTest'. Each item has a small icon next to it.
- Create a New Letter Format:** A section with two radio buttons: 'Blank Form Letter' (selected) and 'Addressed Form Letter'.
- Form Fields:**
  - Name:** A text box containing 'Graduation Cap and Gown'.
  - Short Description:** An empty text box.
  - Long Description:** A larger text area for detailed content.
- Preferred Language:** A dropdown menu showing 'en\_US: US English' as the active selection, with 'es\_MX: Spanish (Mexico)' listed below it.
- Rich Text Editor:** A text area with a toolbar at the top containing various formatting options (bold, italic, underline, etc.). The text inside the editor reads:
 

Dear: student.firstName student.lastName

As we start the last semester of your high school journey the time has come to order your cap and gown. Please remember you will own these, you are not renting them, so there is a fee of \$25.00.

Jostens will be here to help size you for your cap and gown on Tuesday, January 15, 2017. You can pay for your purchase at that time (check only made out to the district) or log on to the Portal and make your payment by check or credit card anytime between ordering and June 15.

Please come in during your 4th hour class or after school.

Jostens will in the cafeteria until 4:30 on Tuesday.
- Organized To:** A dropdown menu showing 'User Account'.
- Buttons:** 'Edit', 'Delete', 'Copy' buttons are located near the 'Saved Letter Formats' list. A 'Save Format(s)' button is at the bottom right of the form.

The text 'Letter Designer' is displayed in a light gray font at the bottom center of the screenshot.

## Available Tool Rights - Letter Designer

Subrights in *italics*.

Letter Designer  
User Group Formats

☒ All   ☒ Read   ☒ Write   ☒ Add   ☒ Delete  
☒ All   ☒ Read   ☒ Write   ☒ Add   ☒ Delete

R	W	A	D
View existing letter formats.	Edit existing letter formats.	Add new letter formats.	Delete letter formats.
<b>User Group Formats</b>			
Under Organized To, users can select a user group they are a member of and save letter formats for fellow group members to use.	N/A	N/A	N/A

## Letter Builder

The Letter Builder allows the generation of form letters through the selection of a saved letter template and one or more saved student filters.

Letter Builder ☆

Reporting > Ad Hoc Reporting > Letter Builder

Ad Hoc Letter Builder

This tool will merge an Ad Hoc filter with a letter design to create letters. The output will be in PDF format and is based on the Calendar selected in the Campus Toolbar. Select one letter format and one or more filters to limit the data.

Saved Filters (select 1 or more)

- Activity Registration
- Attendance
- Behavior
- CRDC
- Letter Filters
- Pass-Through SQL Queries
- Scheduling
- Scheduling Filters
- School Store
- SI/Census
- Student Data Groups
  - 12th Grade Students
  - NHS Flag Students - Active
  - Sped program
  - Student Council Flag Students - Active
  - Students who are ELL
- \*\*Tardy Today 3 Times
- \*504 Students
- \*Bus 1 Students
- \*ELL Students
- \*Honor Roll Students

Saved Letters (select 1)

- Graduation Cap and Gown
- Low Lunch Balance
- Perfect Attendance
- Tutoring Office Hours
- Welcome Back - Schedule
- Administrators
- OLR Administrator
- ToolRightsTest

Set Operation: Union

Sort Options: ☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

Build Letters

Dear Dylan Reynolds,

As we start the last semester of your high school journey the time has come to order your cap and gown. Please remember you will own these, you are not renting them, so there is a fee of \$25.00.

Jostens will be here to help size you for your cap and gown on Tuesday, January 15, 2017. You can pay for your purchase at that time (check only made out to the district) or log on to the Portal and make your payment by check or credit card anytime between ordering and June 15.

Please come in during your 4th hour class or after school. Jostens will in the cafeteria until 4:30 on Tuesday.

Thank you

Letter Builder

Page 2

## Available Tool Rights - Letter Builder

Letter Builder	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Data Warehouse: Allow live data as source	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

R	W	A	D
Use Letter Builder tool to select options and build letters.	N/A	N/A	N/A
<b>Data Warehouse: Allow live data as source</b>			
User can select the "live" database option from the Data Source field.	N/A	N/A	N/A

## Suggested User Groups

- [Ad Hoc Reporting](#)
- [Counselors](#)
- [Front Office Staff](#)
- [Health Office Administrators](#)

See [User Groups and Suggested Roles](#) for more information.