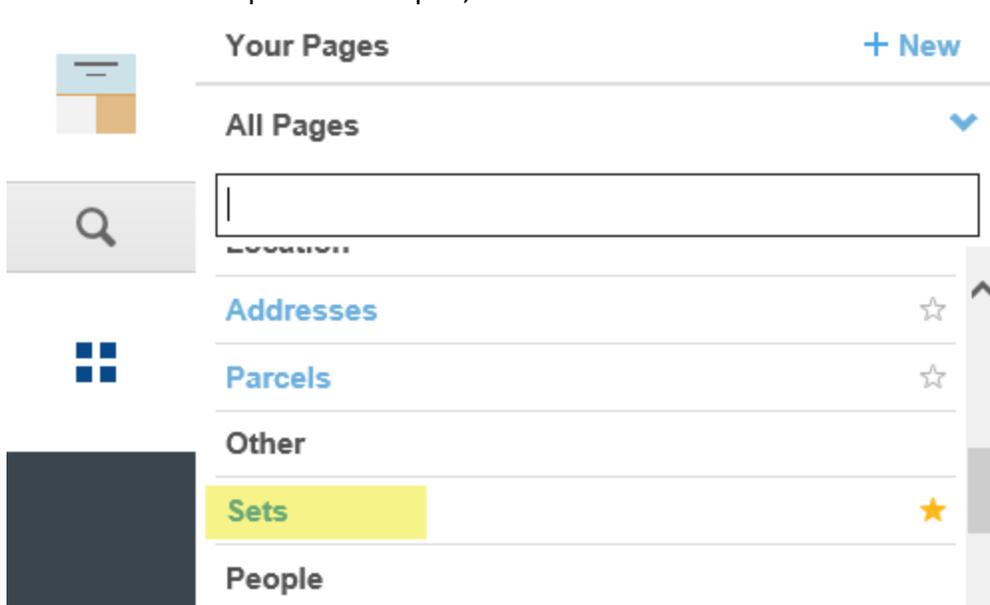


How to run the Expiration Letter script

Click on the four square launch pad, click on the Sets:



A batch process is run on a schedule selected by the agency that will generate the appropriate Sets if there are any applications or permits about to expire.

On the Sets page, on the Records tab, open the set by clicking on the hyperlink of the Set ID name.

Sets

Records (6)

Menu ▾ New Search Delete Help

Showing 1-5 of 6

<input type="checkbox"/>	Set ID	Set Name	Comments
<input type="checkbox"/>	EXP_191104_A_B	PENDING_EXPIRATION_RECORDS_APPLICATIONS_B: 11/0...	
<input type="checkbox"/>	EXP_191104_P_B	PENDING_EXPIRATION_RECORDS_PERMITS_B: 11/04/19	
<input type="checkbox"/>	EXP_191101_A_B	PENDING_EXPIRATION_RECORDS_APPLICATIONS_B: 11/0...	
<input type="checkbox"/>	EXP_191101_P_B	PENDING_EXPIRATION_RECORDS_PERMITS_B: 11/01/19	
<input type="checkbox"/>	18-CAP-00001	413-1300-2636-DEF-02	

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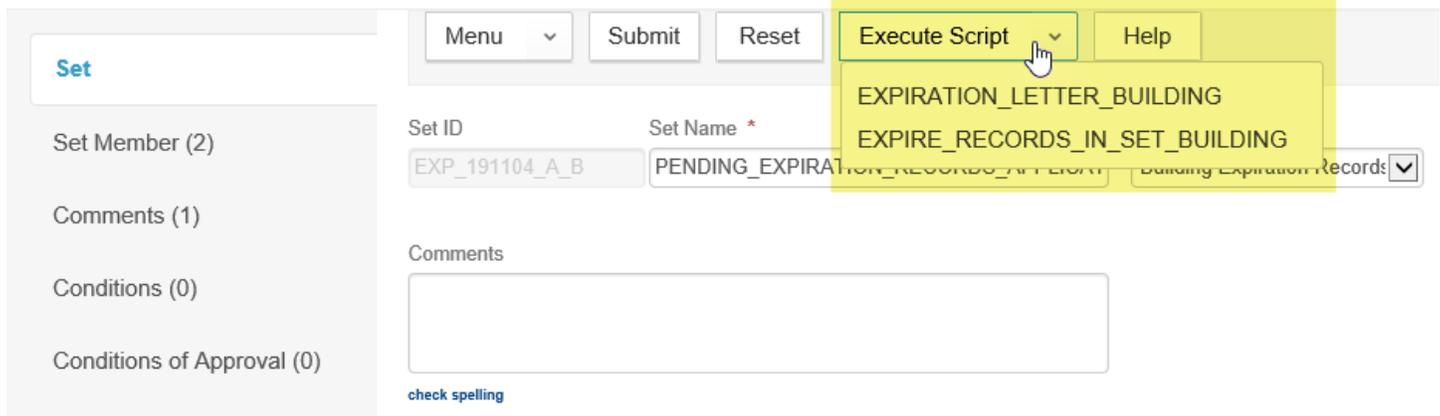
How to run the Expiration Letter script

Below, hover over **Execute Script**.

Click **EXPIRATION_LETTER_[MODULE]**.

Then the script will run and the letters will be sent. You will know the script has completed when a popup window displays with the script output.

< SET ID: EXP_191104_A_B



The screenshot shows a web-based interface for managing a 'Set'. On the left is a sidebar with a 'Set' header and a list of items: 'Set Member (2)', 'Comments (1)', 'Conditions (0)', and 'Conditions of Approval (0)'. The main area contains a 'Menu' dropdown, 'Submit' and 'Reset' buttons, and an 'Execute Script' dropdown menu. The 'Execute Script' menu is open, showing two options: 'EXPIRATION_LETTER_BUILDING' and 'EXPIRE_RECORDS_IN_SET_BUILDING'. Below the menu are input fields for 'Set ID' (EXP_191104_A_B) and 'Set Name *' (PENDING_EXPIRATION_RECORDS_IN_SET_BUILDING), a 'Comments' text area, and a 'check spelling' link.