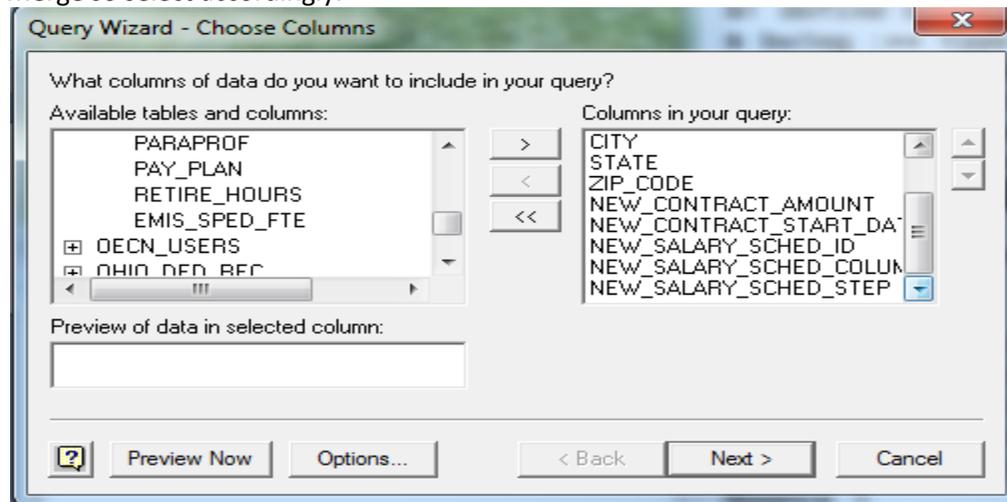


SALARY NOTICES SAFARI – NEWCNT

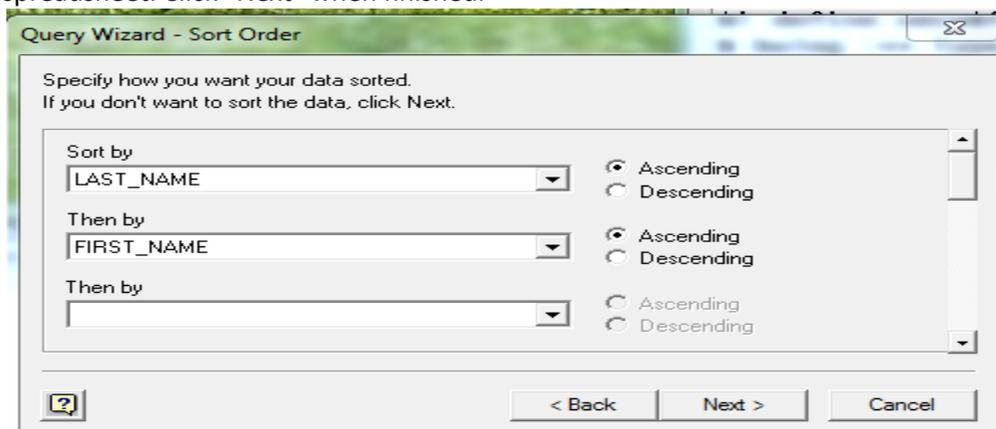
** Once new details are in NEWCNT, salary notices can be made using SAFARI.

1. Open Excel & follow the steps to create a new Safari worksheet.

- Data Tab
- From Other Data Sources>From Microsoft Query
- USPS (Data Source) & OK
- Log in using Reflection credentials
- NEW_CONTRACTS table
- Select the fields you want to include on your salary notice. This will be pulled into a Mail Merge so select accordingly.



- Filter data is optional. Click on “Next” when finished.
- Sort Order is optional. This will determine the order the records display on the spreadsheet. Click “Next” when finished.



- At this point, you can save your query or click on “Finish” to complete.
- Click “OK” to import the data into cell A1.
- Check the formatting on the spreadsheet. Correct as needed.
- Save

MAIL MERGE

1. Open a blank document in Microsoft Word.
2. Click on the "Mailings" tab.
3. Select the "Start Mail Merge" command
4. Select the "Step by Step Mail Merge Wizard". There are 6 steps that must be completed in this wizard.
 - Select the type of document you want to create. In this example, select "Letters".
 - Click on "Next: Starting Document" to move to step 2.
 - Select starting document. In this example, select "Use the current document".
 - Click on "Next: Select Recipients" to move to step 3.
 - Select recipients. In this example, select "Use an existing list".
 - BROWSE to the list you just created in SAFARI.
 - Select "Query_from_USPS" & click "OK"
 - Select "Next: Write your letter" to move to step 4.
 - Use the items on the right to create your letter. Use "More Items..." to access individual entries. Insert as needed.
 - When complete, click on "Next: Preview your letters" to move to step 5.
 - Use the forward & back arrows to view recipients.
 - When finished, click "Next: Complete the merge" to move to step 6.
 - At this point, you can print, edit individual letters, or save your work.