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.

Query Wizard - Choose Columns What columns of data do you want to include a	in your query?
PARAPROF PAY_PLAN RETIRE_HOURS EMIS_SPED_FTE	 CITY STATE STATE ZIP_CODE NEW_CONTRACT_AMOUNT NEW_SALARY_SCHED_ID NEW_SALARY_SCHED_COLUN NEW_SALARY_SCHED_STEP
Preview of data in selected column:	< Back Next > Cancel

- 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.

Query Wizard - Sort Order			<u> </u>
Specify how you want your data sorted. If you don't want to sort the data, click Next.			
Sort by LAST_NAME	•	 Ascending Descending 	_
Then by FIRST_NAME	•	 Ascending Descending 	
Then by	-	C Ascending C Descending	-
2	< Ba	ack Next >	Cancel

- 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.