

Setting Up Correspondence OSOS Guide



PURPOSE

Prior to using the correspondence feature in OSOS you must first set up Data Source files on your computer that contain OSOS merge fields. Once you have saved Data Source files to your computer you will then copy letter templates to your computer. After your initial folders are created, you can then make edits to your letters and create new letter templates.

SAVING NYOSOS MAIL MERGE LETTER TEMPLATES AND DATA SOURCE FILES ON YOUR PC HARD DRIVE

From your desktop:

Double click on the My Computer icon and then the following:

- Local Disk (C:)
- Create a new folder called OSOS Correspondence
- Create three new folders in the OSOS Correspondence folder:
 - Data Source Files
 - Letter Templates
 - Email Letter Templates.



Note: In both your Letter Templates folder and Email Letter Templates folder, you can create subfolders to organize the letter templates based on the different types of correspondence that they are used for.

Suggested subfolders:

- Customer Correspondence Templates
- Employer Correspondence Templates
- Job Order Correspondence Templates
- Job Order Referral Templates

To copy the NYOSOS Correspondence Data Source Files and Letter Templates to your folders go to this address on the NYS DOL Website:

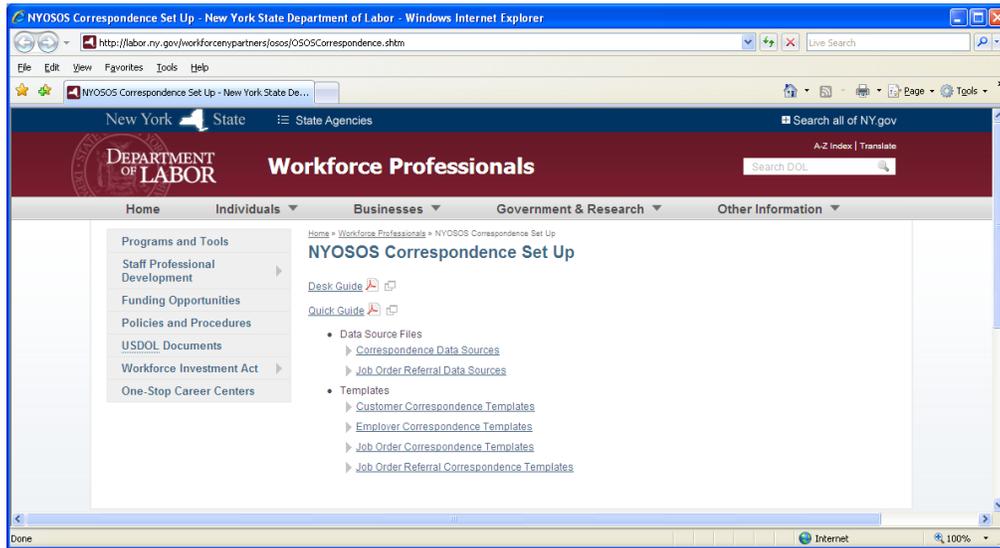
<http://labor.ny.gov/workforcenypartners/osos/OSOSCorrespondence.shtm>

or

From the homepage <http://labor.ny.gov>

1. Government & Research or Other Information drop down menu at top of page.
2. Workforce Professionals link.
3. Under Programs and Tools, open the OSOS & REOS link.
4. Open OSOS & REOS Resources and Guides
5. Under the How –to- Guide, select Setting Up Correspondence Guide

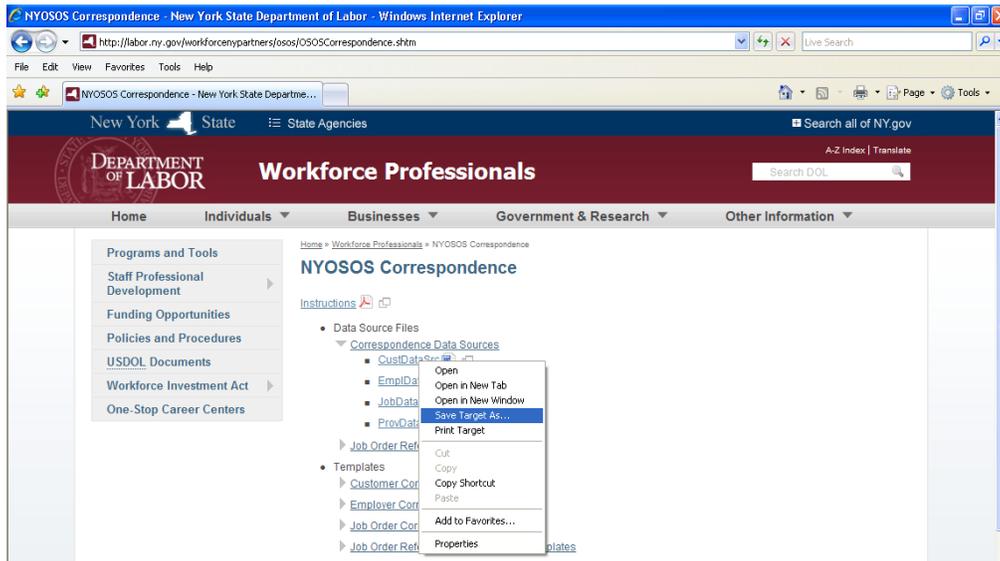
6. Open the 2 links containing the data source files (Correspondence Data Sources & Job Order Referral Data Sources). You can only open one link at a time.
7. After saving the Data Source files, save the files within the templates folder or any desired location on your computer.



Copy each Data Source File to the data source folder in your C drive that you just created.

To save, right click on each bulleted link under Data Source Files, select “Save Target As” and save the file to your data source folder.

Copy the template files listed under Templates to your letter template folder(s) the same way.





Once the template files are saved to your letter template folders, convert the letter templates to Word.dot documents from Word.doc documents:

Navigate to the location of your letter template folders:

- Open up each letter template document by clicking on it.
- Select No on the Microsoft Office Word pop up box. This will open up the document.
- Click on the Microsoft Office Button drop down menu in the upper left of the window.
- Click on Save As in the drop down menu.
- Select "Word 97-2003 Template (*.dot)" from the Save as Type drop down menu.
- Click on Save.
- Close the template letter document after saving using the X in the upper right
- Highlight and delete the Word.doc letter template documents.

Set the OSOS_TMPL environment variable equal to the path to your templates if it is not already set.

- On your computer desk top click Start/Control Panel/Performance & Maintenance/System
- Click on the Advanced tab
- Click on the Environmental Variables button.
If OSOS_TMPL is not listed in the user variable section:
- In the user variables section, click on the "New" button.
- In the variable name field, enter "OSOS_TMPL".
- In the variable value field, enter "C:\OSOS Correspondence".
- Click "OK" twice.