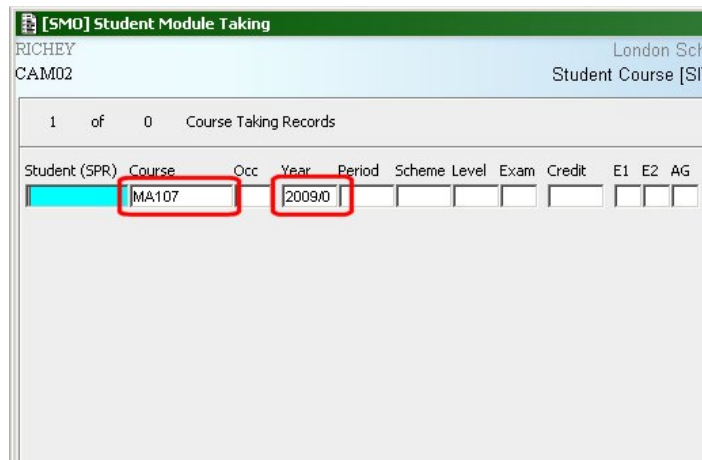# Creating List of Student Candidate Numbers

Go to **SCE** and enter the **Course** and **Year**. Go to **File > Retrieve** to bring up the list of students.

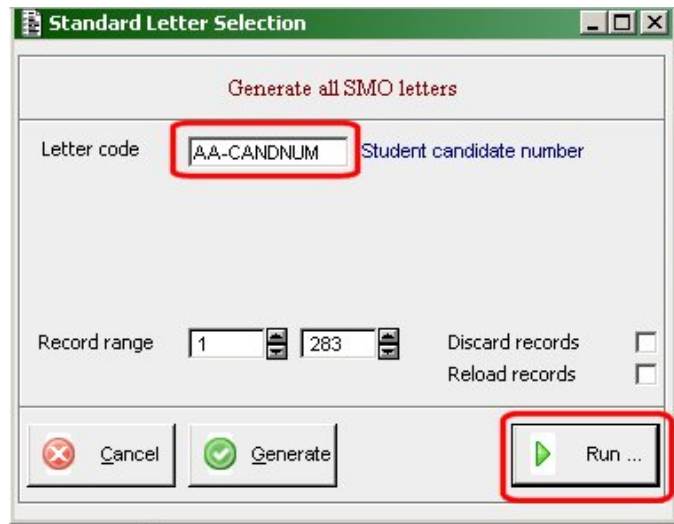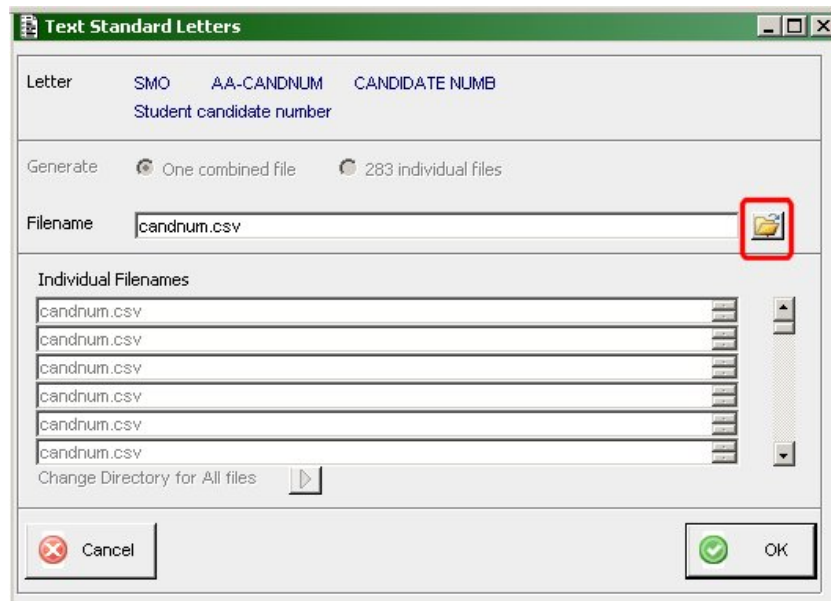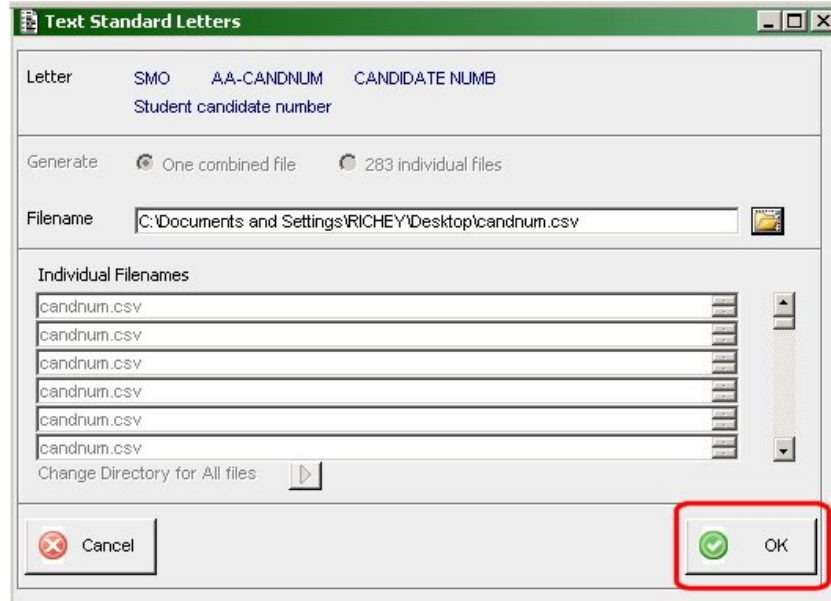
Go to **All > Gen Letters**

Enter the Letter code **AA-CANDNUM** and click **Run**.

Click on the folder icon to specify a location to generate the file to.

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Click **OK** to generate the file.

Revision History – *this document was amended on:*

Revised by	Summary of Changes	Revision Date	New Version
Tom Richey	Created document	27/09/10	1.0