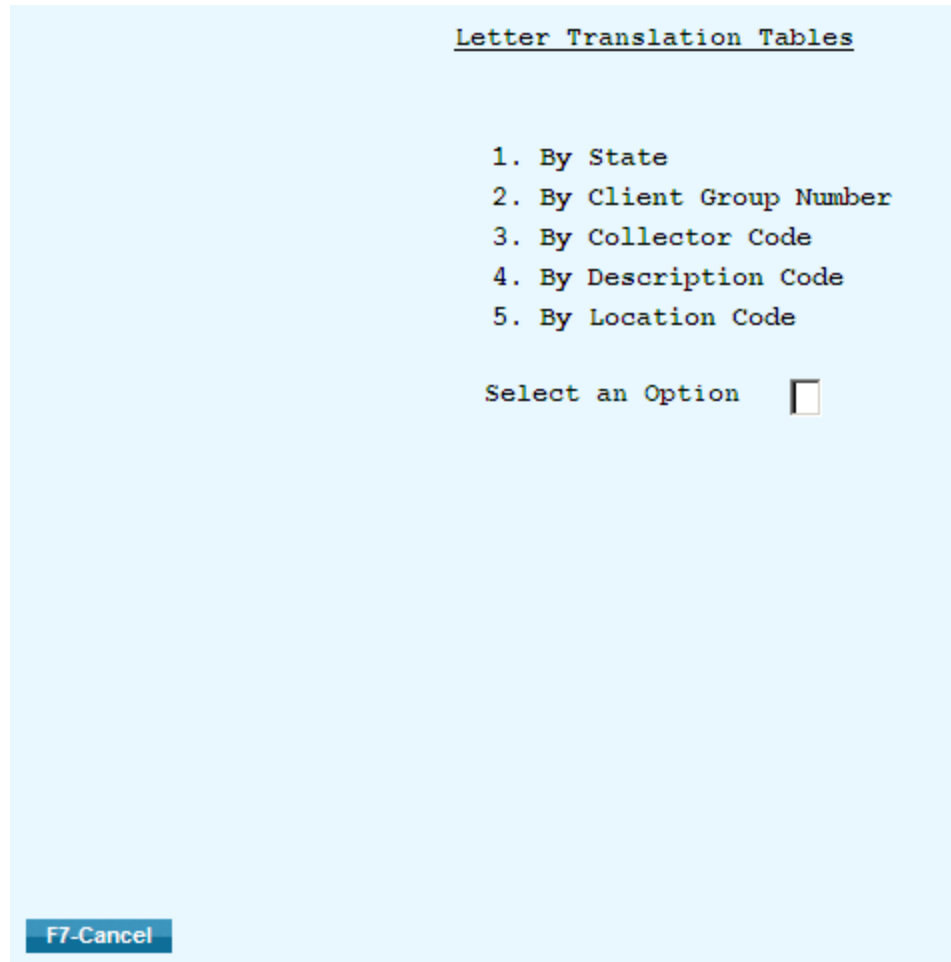




# Letter Translation – Allows you print a different letter other than the one that was requested

- This screen allows you to select translation by:
  - State
  - Client Group Number
  - Collector Code
  - Description Code
  - Location Code (Setup from 3<sup>rd</sup> system control menu)

A screenshot of a computer screen displaying the 'Letter Translation Tables' menu. The title is underlined. Below the title is a numbered list of five options: 1. By State, 2. By Client Group Number, 3. By Collector Code, 4. By Description Code, and 5. By Location Code. Below the list is the text 'Select an Option' followed by a small square box. At the bottom left of the screen is a blue button labeled 'F7-Cancel'.

Letter Translation Tables

1. By State
2. By Client Group Number
3. By Collector Code
4. By Description Code
5. By Location Code

Select an Option

F7-Cancel



# Letter Translation

The Letter translation by:

- Client Group Number
- Collector Code
- Description Code
- Location Code (Setup from 3<sup>rd</sup> system control menu)

Options to:

- Put in the letter code to be translated
- Place which letter to send instead (Send Letter)
- Or stop a letter a particular from going out by keeping "Send letter" blank and a "Y" in stop letter.
- OR Stop all letters within a option my not putting ANYTHING in Send letters (Leave blank) and a Y in stop letters

Letter Translation by Location Code

Company name	IOU OWE-IT COLLECT SERVICES, INC. RMEEx
Location code	NYCITY
Letter code	01
Send letter	<input type="checkbox"/>
Stop letter (Y)	<input type="checkbox"/>
Delete 'D'	<input type="checkbox"/>

F1-New Selection

F3-Search

F7-Exit



# Letter Translation – By state

- Letter Translation By State gives the additional options of duplicating to other states

Letter Translation by State

Company name	IOU OWE-IT COLLECT SERVICES, INC. RMEx	
State	GA	
Letter code	01	
Send letter	<input type="checkbox"/>	
Stop letter (Y)	<input type="checkbox"/>	
Delete 'D'	<input type="checkbox"/>	
Duplicate above for all states (Y)	<input type="checkbox"/>	
Do not duplicate for states	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**F1-New Selection**      **F3-Search**      **F7-Exit**