Step to create direct mail job:

1. Convert file to ‘TAB’ or ‘|’ delimiter.
2. Create a new Papyrus Designer project base on RABO0001.zip template. You can import this template from /d/share/is/directmail/ folder.

* Save the DFA as CID0001.dfa. If one has already exist, then use a different 4 digits number.

1. Create a new source file by copying a template from ${home\_env}/dm/isis/source/rabo0001.source into your new source file

* Rename this source as CID0001.source.
* Update the attributes in the source file (very similar to control file).

Ncid="rabo" #CID

Njid="0001" #JID

jobName="RABO\_FMV\_Direct\_Mail\_Job" #Description of Job

firmName="RABO" #Company Name

prodType="DM\_MAIL" #This is a key work and it is required

startCmd="jde,jdl" #Start command

splitNum="5000" #Split number of account per file id

formatDfa="RABO0001" #Format Step

printDfa="2DSS1IND" #Print Step

prp1="3024" #Preprint stock code

ppmfForm="F1STMT" #

miscType=""

format="simplex" #Simplex/Duplex

verPos="2.7"

horPos="1.5"

jobType="s1"

texas=”y” #Set texas to “y” if job print in Texas

mailFullServ="ASE1"

newEnvStruc=""

envp1="4401"

envp2=""

envp3=""

envp4=""

1. Create working directory $d\_dir/dmmail/$CID in both test and production environment.

* Also create the same directory in texas server if job print in Texas.

1. Create insert file $home\_ins/insert/CID0001.ins.
2. Run ${home\_master/master/main\_dm.sh cid 0001

The program will prompt for input file. (the file must be decrypted and unzip).

1. Q.A step
2. Release code to production (make sure to create working directory and insert file).
3. DP process and provide A.C DPVS to print sample for approval