

## How to View Thank You Letters

Opportunity Administrators have the ability to view “thank you” letters submitted by students on each opportunity in FS4U. If you are interested in viewing a “thank you” letter in the format provided to the donor, there are a couple of ways you can accomplish this. If you have access to the FSU Foundation constituent database ([CRM](#)), you will be able to see “thank you” letters written by students on both the donors’ record and the students’ record. These are uploaded to records by Donor Relations staff at the time they are being mailed to the donors. However, if you do not have access to CRM, you can request access to the **Stewardship - View Only** role in FS4U by contacting [donorrelations@advance.fsu.edu](mailto:donorrelations@advance.fsu.edu). Once this role has been granted, the instructions for how to view the letters in FS4U are shown below.

### Funds Linked to Donors

You will need to have the donor’s name on-hand before attempting to access the donor report/“thank you” letter.

1. Log into FS4U
2. Navigate to **Stewardship → Donors → Contacts**

3. Using the donor name, search for that donor by typing all or part of their name in the Display Name box on the **All Contacts** grid.

**Example:** Type in “Pruitt” to return Mr. Robert H. Pruitt’s contact record

View	Display Name	Id	Fund Count	Portfolio Fun...	Recipients
<input type="checkbox"/>	Pruitt				
<input type="checkbox"/>	Mr. Robert H. Pruitt	1146	2	F05472, F09229	8

**Note:** If you are having trouble finding the donor in the contact grid, please contact Donor Relations for assistance.

- Click on **View** to access the Contact record

All Contacts						
<div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>						
<input type="checkbox"/> View	Display Name	Id	Fund Count	Portfolio Fun...	Recipients	
	Pruitt					
<input type="checkbox"/> <a href="#">View</a>	Mr. Robert H. Pruitt	1146	2	F05472, F09229	8	

- In the top-right corner, click on **Donor Reports** to view a list of all donor reports that have been generated for this donor

Details	<a href="#">Recipients (8)</a>	<a href="#">Disbursements(8)</a>	<a href="#">Donor Reports (7)</a>
<div>History Edit Contact</div>			

- To see what has been generated, you can view each report under the **Generated** column. These are categorized by date/time stamps.

Contact		
Generated	Date Range	Included Pages
<a href="#">11/08/2023 16:25:31</a>	11/08/2023 - 11/09/2023	Disbursements
<a href="#">09/18/2023 11:50:23</a>	09/18/2023 - 09/19/2023	Disbursements
<a href="#">08/17/2023 08:52:17</a>	08/17/2023 - 08/18/2023	Disbursements
<a href="#">09/03/2021 13:33:06</a>	09/03/2021 - 09/04/2021	Disbursements
<a href="#">08/20/2021 10:50:17</a>	08/20/2021 - 08/21/2021	Disbursements
<a href="#">12/10/2019 16:21:49</a>	12/10/2019 - 12/11/2019	Disbursements
<a href="#">06/07/2019 10:50:33</a>	06/07/2019 - 06/08/2019	Disbursements

**Note:** you may also see reports for students that are not in your unit or department. Donors may be linked to funds in different colleges across the university, and FS4U stores the reports for each of a donor's funds on the one contact record.

## Funds Not Linked to Donors

Some funds might not have specific donors associated and will therefore not have an official report generated like those described in the previous section. You will instead access these "thank you" letters through the **Post-Acceptance Applications** grid.

In such cases, students are asked to direct their "thank you" letter to a general "Scholarship Committee". You can search for these using the name, EMPLID, or FSU email of the student for whose letter you are searching.

1. Navigate to **Opportunity → Portfolios → Post-Acceptance Applications**

The screenshot shows the FS4U navigation menu. The 'Opportunity' dropdown is selected, and the 'Portfolios' option is highlighted. The 'Post-Acceptance Applications' option is also highlighted. A large number '1' is overlaid on the menu, indicating the first step in the process.

2. Search for the appropriate student(s) using their complete or partial name, EMPLID (UID), or FSU email address (Primary Email)

**Example:** Type in Steven Martinez to return all of his post-acceptance applications, which contain the "thank you" letter

Complete View												
<input type="checkbox"/>	View	ID	Category	Categori...	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Period	Amount	Opportu...
<input type="checkbox"/>	<a href="#">View</a>	1...	Uploaded to FSU	03/20/2024	1	Steven Martinez			0178	Spring 2024	\$375.00	29811
<input type="checkbox"/>	<a href="#">View</a>	1...	Uploaded to FSU	07/12/2023	1	Steven Martinez			0178	Fall 2023	\$6,000.00	22533

- Click **View** to the left of the award to view the respective post-acceptance application. This will take you into the Stewardship portion of the award record, from which you can copy/paste any of the available information as needed.

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▼ Complete View

<input type="checkbox"/>	View	ID	Category	Categori...	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Period	Amount	Opportu...
<input type="checkbox"/>		<input type="text" value="1..."/>	<div>All</div>	<input type="text" value=""/>	<input type="text" value=""/>	Steven Martinez	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<div>All</div>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	<div>View</div>	1...	Uploaded to FSU	03/20/2024	1	Steven Martinez			0178	Spring 2024	\$375.00	29811
<input type="checkbox"/>	<div>View</div>	1...	Uploaded to FSU	07/12/2023	1	Steven Martinez			0178	Fall 2023	\$6,000.00	22533

**Note:** This is raw data and has not been checked specifically for spelling, punctuation, or grammar. If you intend to provide this information to someone within your unit, please ensure that you review for content and grammar, punctuation, and spelling.