

## FS4U – Finding Scholarships for You

Florida State University's Source for Foundation Scholarships

### 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' records and the students' records. These will be recorded on records by Donor Relations staff at the time they are being mailed to the donors. If you do not have access to CRM, you can request access to the Stewardship View Only role in FS4U by contacting [donorrelations@foundation.fsu.edu](mailto:donorrelations@foundation.fsu.edu). Once this role has been granted, the instructions for how to view the letters in FS4U are shown below.

#### For funds linked to donors:

1. Log into FS4U
2. You will need to have the donor's name on hand before trying to access the donor report/thank you letter
3. Click on the Stewardship tab at the top of the page, then click on Donor, then Contact
4. Using the donor name, you can search for that donor by typing all or part of their name in the Display Name box on this grid
  - a. Ex: Type in "Pruitt," Mr. Robert H. Pruitt's row will populate.
  - b. If you are having trouble finding the donor in the contact grid, please contact Donor Relations for help.
5. Click on View, the far left column of that donor's row
6. In the top right corner, click on Donor Reports
7. You will then see a list of all donor reports that have been generated for this donor
8. Click on the blue line under the Generated column, (which is shown as a date/time stamp) until you find the report you're looking for
  - a. You may find multiple reports for the same student. Sometimes Donor Relations has to rerun the report if there is an error, and Award Manager does not allow us to delete these incorrect reports.
  - b. Look for the report for the student you want that has the most recent time/date stamp and that will be the correct report.
  - c. You may also see reports for students that are not in your college/dept/unit. This is because a donor may be linked to funds in different colleges across the university, and FS4U stores the reports for all a donor's funds on that one contact record.
9. Once you've clicked on the blue line for the report you want, you can download this report. If you hover your cursor over the upper right corner, you'll see a button to download or to print. Save or print your document to wherever you want.

#### For funds not linked to donors:

1. These funds do not have donors, and so will not have an official report generated like those described above. You will have to access these thank you letters through the post-acceptance applications.
2. For funds not linked to donors, we have asked the students to direct their thank you letter to "Scholarship Committee."
3. You will need to have the name of the student whose letter you are looking for on hand.
4. Click on Opportunity tab at the top of the page, then Portfolios, then Post-Acceptance Applications.
5. This default page is a Donor Relations View. To see all completed post-acceptance applications, click on the dropdown box under the Category (the third column) and change to Awarded.
6. You can then search for the student in the Name box.
  - a. Ex: Type Aaron Goldstein, and his application(s) will populate.

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7. Click on View to the very left of the name, and you will then see the complete post-acceptance application.
8. You can then copy/paste any of the information listed here.
  - a. Keep in mind that this is raw data, and it has not been checked specifically for spelling, punctuation, or grammar. If you are going to provide this information to someone at your college/unit, please make sure that you check for content and grammar/punctuation/spelling.