

Creating Letter Templates in ARIAS

You can now create letter templates in ARIAS for your LPHA. Once created, Contact Tracers can download and then email the completed letter to the contact quickly and with few edits, if any. ARIAS will generate letters that automatically include the contact's name, address, end of quarantine date, and other important information already filled in!

To generate letter templates, you will need:

- ARIAS Access
- Microsoft Word
- Letter content/language (provided by your LPHA or Tribe)

Here is a high-level overview of the steps to create a new letter template in ARIAS:

1. Download a blank Word template from ARIAS.
2. Add your LPHA-specific letter content to the blank document.
3. Insert the date using Word's automatically updating Date and Time menu (optional).
4. Add the Developer tab to your Microsoft Word ribbon menu.
5. From the Developer tab, insert Extensible Markup Language (XML) parts from ARIAS into your letter template.
6. Save your letter template.
7. Upload your letter template to ARIAS.
8. Test your letter template and verify that all XML parts were populated.
9. Update settings to share template with LPHA Contact Tracers.

Additional guidance is in development and will be posted to the ARIAS website when complete. Please continue to check <https://www.oregon.gov/oha/covid19/Pages/ARIAS.aspx> for the most up-to-date ARIAS resources.