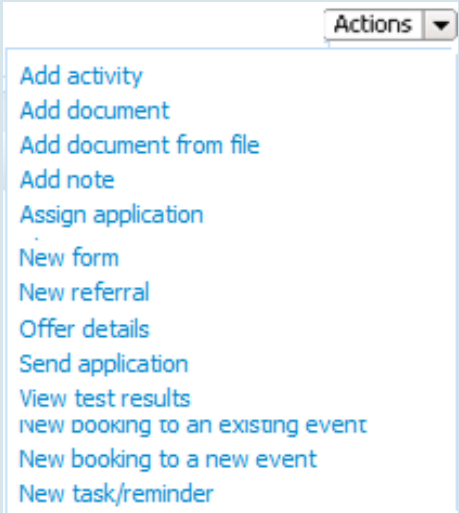
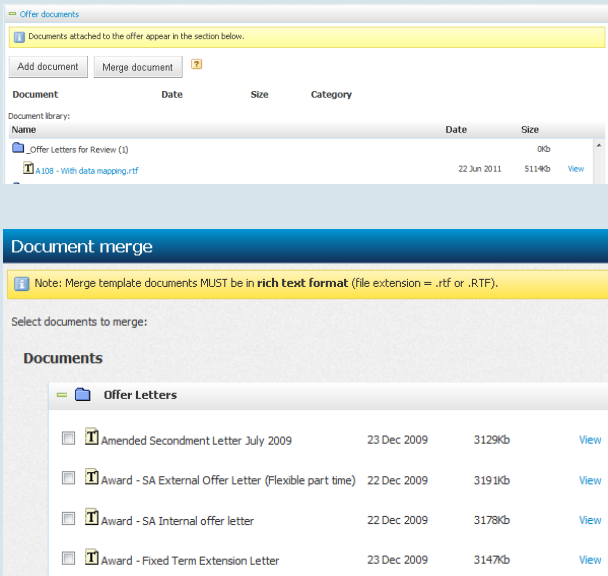
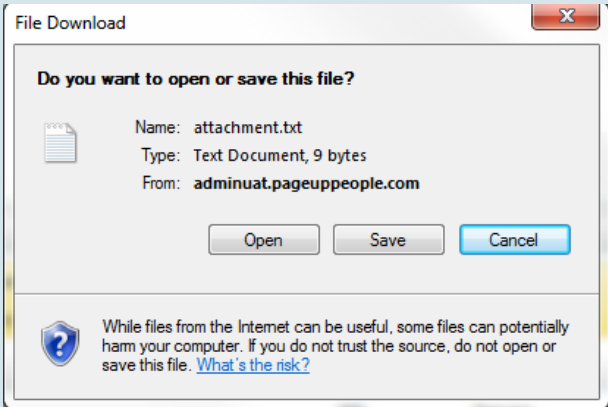


Quick Reference Guide – Generating an offer letter

What you need to do	What you will see
<p>STEP 1: Accessing the offer details</p> <p>If you are not already on the offer card page, access it by selecting Offer details from the Actions drop down next to the appropriate job application.</p>	
<p>STEP 2: Merge the offer letter</p> <p>Scroll down to the Offer documents section and click Merge document (you may be prompted to Save the offer card in order to progress). You will be presented with a pop-up screen listing all of the available offer letter templates.</p> <p>Select one and click Merge.</p> <p>NOTE: In cases where the system cannot locate all of the relevant merge field information, it will provide you with a list of the missing fields. Make corrections or click Ignore to continue.</p>	
<p>STEP 3: View and edit the letter:</p> <p>The letter will display in the Offer documents section on the offer card.</p> <p>Click View on the far right to open the letter.</p> <p>NOTE: you will be presented with a pop up asking Do you want to open or save this file? Select Open</p> <p>If necessary, make any relevant changes to the text (for example, delete any highlighting or add/remove appropriate clauses).</p> <p>When you are happy that you have made all necessary changes to the letter, save a</p>	

copy of the to your desktop or network drive.

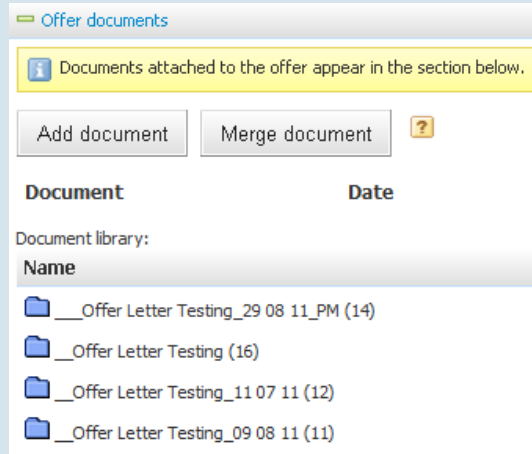
STEP 4: Upload the new letter

You will need to upload the new letter into the system.

Still on the offer card, click **Add document** in the Offer documents area

Browse your computer and upload the edited version of the offer letter. Click Save.

IMPORTANT: Ensure that the Category remains as 'Offer Document'



Offer documents

Documents attached to the offer appear in the section below.

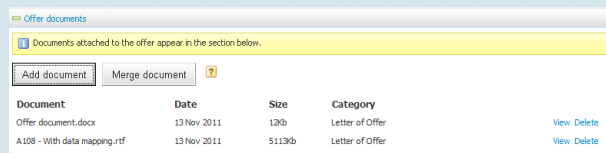
Add document Merge document ?

Document	Date
Document library:	
Name	
__Offer Letter Testing_29 08 11_PM (14)	
__Offer Letter Testing (16)	
__Offer Letter Testing_11 07 11 (12)	
__Offer Letter Testing_09 08 11 (11)	

STEP 5: Delete the old letter

You will now have two copies of the offer letter – the original merged letter and the new edited letter.

Use the **Delete** link to delete the original merged letter. You must delete the original version if you are going to put the offer letter online.



Offer documents

Documents attached to the offer appear in the section below.

Add document Merge document ?

Document	Date	Size	Category	
Offer document.docx	13 Nov 2011	126b	Letter of Offer	View Delete
A108 - With data mapping.rtf	13 Nov 2011	51136b	Letter of Offer	View Delete