Attaching files to email SRLs

User Guide

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Asis Training

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How to attach a file to an email in SRL

1. Open the screen the email is being sent from (e.g. SPR).

2. Click **Current**, and then **Gen + Print Letters**.

3. Type a **Letter code** (e.g. REG-AM-NOT-E), and hit **Send email**.
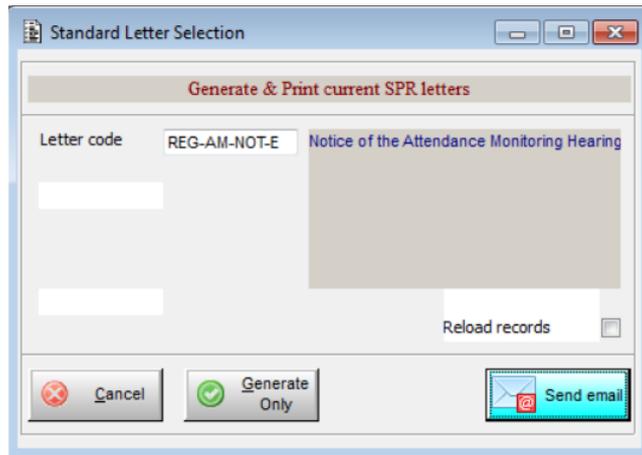
If the SRL has been set up to prompt for additional information, a window opens for that input.

Type into the fields the appropriate text as per given examples, and hit **Ok.**
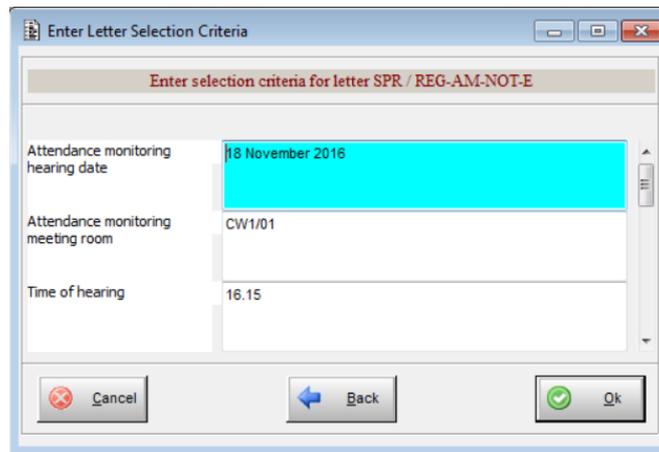
A preview window is now displayed.

4. Tick the checkbox **Amend.**

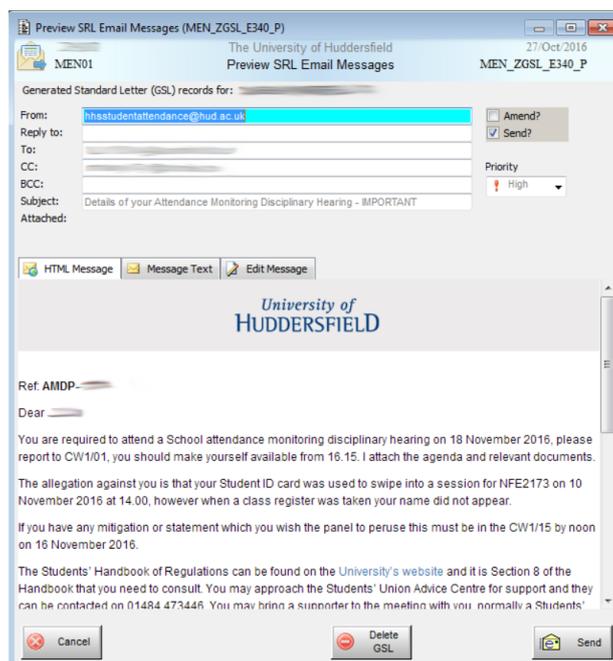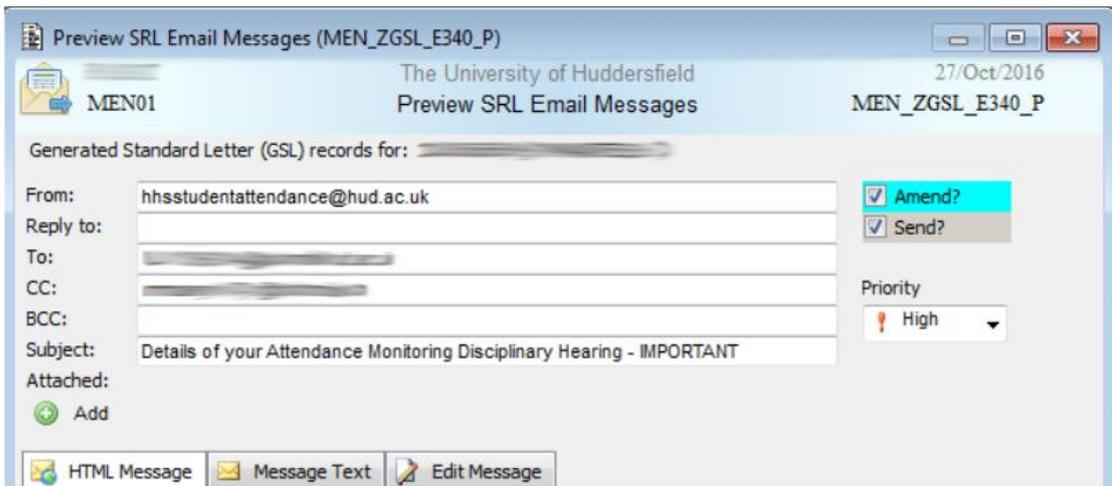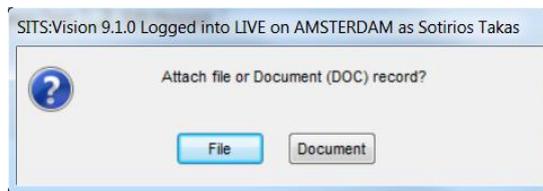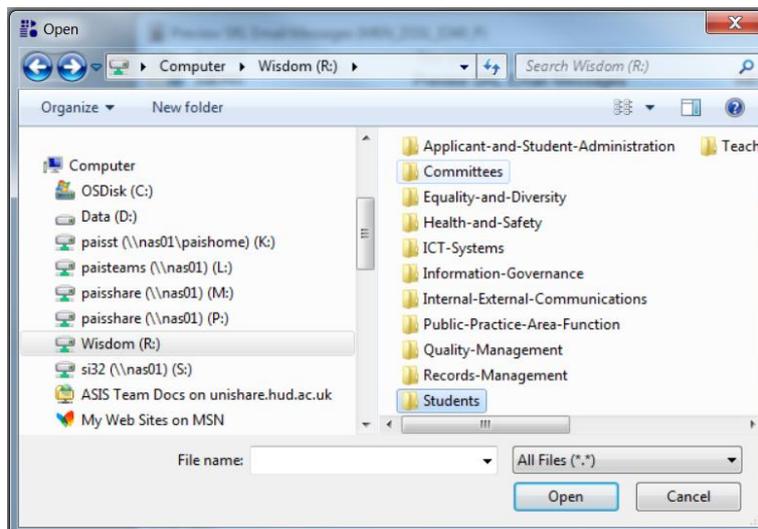5. Click on **Add**, the green plus button that has appeared under *Subject*.

6. Click **File** in the next message window to attach a file (not a Document DOC record!).
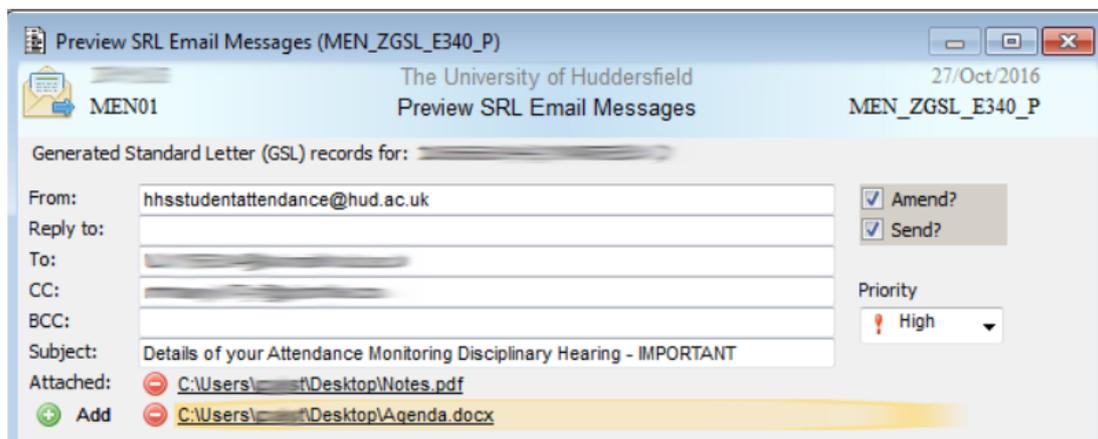

7. In the file browse window, locate the document you wish to attach into this email, select it, and click **Open**.

Note: You can add only one file at a time. To attach multiple files, repeat steps 5-7.

All attached files are now listed under *Subject.*

8. Ensure that the right documents have been attached into this email by checking the file location, filename and file extension. If you did not attach the correct file, click the red minus button to remove it.

9. Check the email content for errors, and hit **Send**.
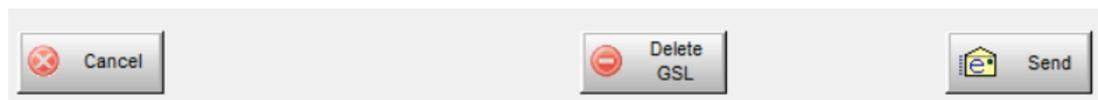
Important: Please ensure you have attached the right document before sending an email.

The email facility in ASIS does not provide the option to retract sent correspondence. Once sent, it cannot be undone!

Please note that ASIS Support team is not responsible for erroneous data input by users, or/and for generating wrong SRLs and attaching wrong documents.

Should you require any information, guidance, or training, please call us on extention 2255 or email asissuport@hud.ac.uk.