Attaching files to email SRLs

User Guide

ASIS Support: ext. 2255 asissupport@hud.ac.uk

Sot Takas

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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).

CAM01				\$	Student	Program	nme Rout	e (SPR)			C	AM_SP
1	of	1 Sta	udent Progra	mme Rou	te (SPR)					Q	View Image	UDF
SPR Code Surname	2			Sort	Name		-			Batch STU Code		-
Forenam Known as	es 1 s			2 Initia	als 🚄	60 E	3	Gender	Μ	External Ref Date of Birth		-
Study D	etails					Sta	rt	Expecte	d End	Scheduling Grp		
Status		С	CURRENT		Year	16	/17	18/19		Working Grp		
Level		F	FOUNDATIO	NC	Perio	d S1				Quals on Entry		
Mode Att	end	01	FT		Date	19	/Sep/2016	05/Jul/2	2019	BTEC Reg Type		•
Program Route	ne	HBSC H113		Human BSc (H	& Health ons) Psy	bSC Patr chology	iways					
Attend to	utor	Taxa and				Loc	ation	QG		Huddersfield Q	ueensgat	e Campu
Pers tuto	r	-		-	-	Exa	am Centre	XX		XX Not to be in	cluded in	schedul
Departme	ent	HDBSS	DE	PT OF B	SS	Pla	cem't Coh't					
Faculty		70	н	JM & HEA	LTH	Rou	ute switched	4		•		
	Details								Mar	ked for Process		•
Award I	18/1	18/19 Intended Award BSCH Bachelor of Science		with Ho	nours							
Award I Year	riod Programme HBSC Huma		Human & Health BSc Pathways									
Award I Year Period			Route	H113	BSc (Hons) Psychology							
Award I Year Period Date												

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



3. Type a Letter code (e.g. REG-AM-NOT-E), and hit Send email.

Standard Letter Selection						
Generate & Print current SPR letters						
Letter code	REG-AM-NOT-E	Notice of the Attendance	Monitoring Hearing			
		Reloa	d records 📃			
Sancel	Only	•	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.

Enter Letter Selection Criteria					
Enter s	election criteria for letter SPR / REG-AM-NOT-E				
Attendance monitoring hearing date	18 November 2016				
Attendance monitoring meeting room	CW1/01				
Time of hearing	16.15				
Qancel	🗢 Back 📀 Ok				

A preview window is now displayed.

	one email wessa	The University of Huddersfield	27/Oct/2016
ME ME	N01	Preview SRL Email Messages	MEN_ZGSL_E340_P
Generated	Standard Letter (GS	SL) records for:	
From:	hhsstudentattend	lance@hud.ac.uk	Amend?
Reply to:			Send?
To:			Driarity
BCC:			Priority
Subject:	Details of your At	tendance Monitoring Disciplinary Hearing - IMPORTANT	
Attached:			
MTML I	Message 🖂 Mes	sage Text 🔀 Edit Message	
		University of HUDDERSFIELD	
Ref: AMDP			
Dear	20		
/ou are re eport to C	quired to attend a W1/01, you shoul	School attendance monitoring disciplinary hearing d make yourself available from 16.15. I attach the ag	on 18 November 2016, please genda and relevant documents.
The allega November	tion against you i 2016 at 14.00, he	s that your Student ID card was used to swipe into a owever when a class register was taken your name	a session for NFE2173 on 10 did not appear.
fyou have on 16 Nove	any mitigation or ember 2016.	statement which you wish the panel to peruse this	must be in the CW1/15 by noon
'he Studer Iandbook :an be cor	nts' Handbook of that you need to ntacted on 01484	Regulations can be found on the University's websi consult. You may approach the Students' Union Adv 473446. You may bring a supporter to the meeting y	ite and it is Section 8 of the ice Centre for support and they with you, normally a Students'
Car	ncel	Celete	i 🛱 Sand

4. Tick the checkbox Amend.

<u></u>	The University of Huddersfield	27/Oct/2016
MEN01	Preview SRL Email Messages	MEN_ZGSL_E340_P
Generated Standard Letter	(GSL) records for:	
rom: hhsstudentat	tendance@hud.ac.uk	Amend?
leply to:		Send?
o:		
:C:		Priority
ICC:		📍 High 🛛 🛨
Subject: Details of you	r Attendance Monitoring Disciplinary Hearing - IMPORTANT	
ttached:		
Add		

- 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.

Preview SRL Email Messages (MEN_ZGSL_E340_P)								
	The University of Huddersfield N01 Preview SRL Email Messages	27/Oct/2016 MEN_ZGSL_E340_P						
Generated	Generated Standard Letter (GSL) records for:							
From:	hhsstudentattendance@hud.ac.uk	Amend?						
Reply to:		Send?						
To:								
CC:		Priority						
BCC:		i High 🚽						
Subject:	Details of your Attendance Monitoring Disciplinary Hearing - IMPORTANT							
Attached:	C:\Users\st\Desktop\Notes.pdf							
🛈 Add	C:\Users\t\Desktop\Agenda.docx							

- 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.