

How To Guide...

E-Merging

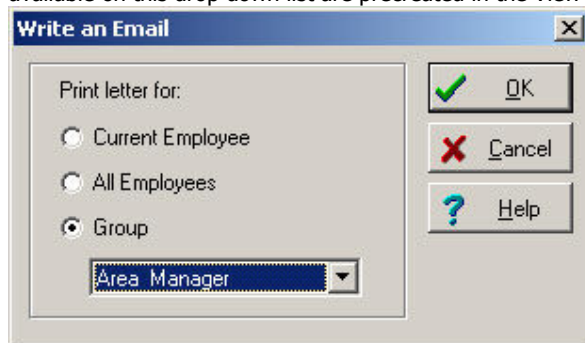
**Wiztec Business Suite
& WizHR 5**



E-merging

Prior to e-merging, ensure that Microsoft Outlook is installed and configured on the PC

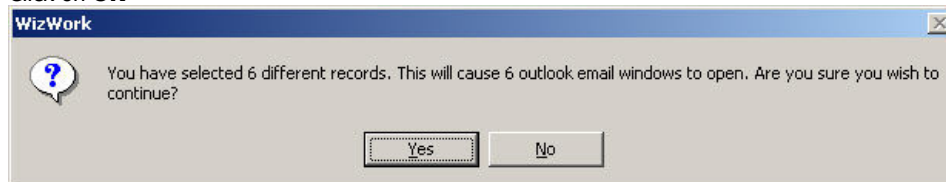
1. Click on **Write** (menu bar)
2. Click on **Mail Merge Letters...**
3. Double click on a letter template folder (e.g. Employment)
4. Highlight a letter (e.g. Salary Review Notificaiton)
5. Click on **E-Merge** button
6. Select either **Current Employee**, **All Employees** or **Group** of employees (the groups available on this drop down list are precreated in the View > Maintain Groups dialog box)



7. Click on **OK**
8. The **Email Details** dialog box appears. Key in the **Subject Line** for the email. By default this will read the Letter Template Name (e.g. Salary review Notification)

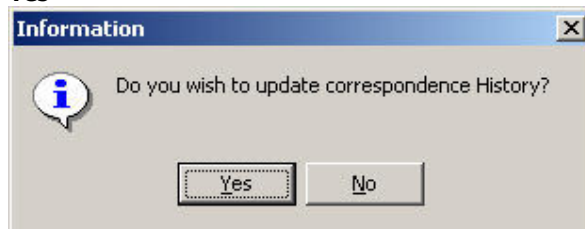


9. Click on **OK**

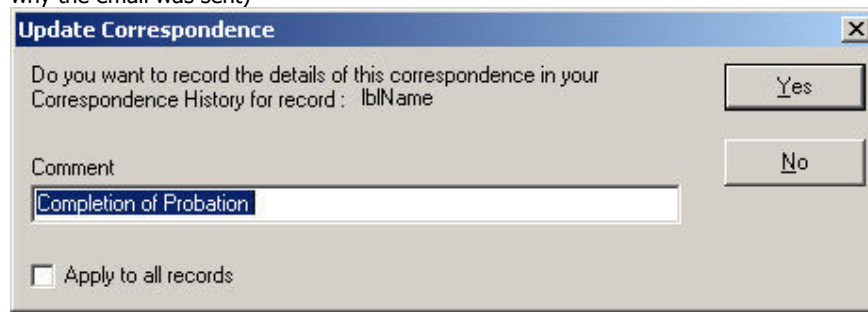


This message appears if you have selected a group or all employees (click on Yes). Clicking on **Automatically Send Email** in the previous dialog box will eliminate the need to open multiple email screens. Click on Yes if this message appears. Send each email individually.

10. Wait a few moments while WBS, sends the email to employee(s)
11. A message box appears, "**Do you wish to update correspondence history?**". Click on **Yes**



12. The Update Correspondence history dialog box appears, key in a comment (e.g. the reason why the email was sent)



Update Correspondence [X]

Do you want to record the details of this correspondence in your Correspondence History for record : lblName

Yes

No

Comment

Completion of Probation

Apply to all records

13. Click on **Apply to all records** (if you selected All Employees or Group of employees)
14. Click on **Yes**
15. Click on **Cancel** to exit the mail merge dialog box

