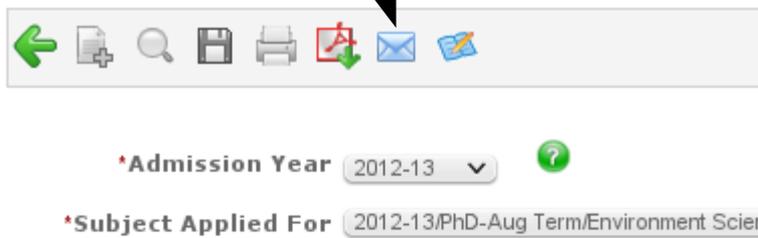


HOW TO SEND MAILS TO CANDIDATES FROM ERP SYSTEM

1. Goto Selection Process and Click **Sending Mails to Applicants** tab.
2. Make the following selections:
Admission Year : 2012-13
Admission Offer : PhD Admissions-Aug2012
Subject Applied For: Physics
Status : Interview Scheduled

Click Go.

3. A list of candidates scheduled for the interview will be shown.
4. Select the candidates and then click the **Mail** icon.



Select as many candidates

Select All Deselect All				
Page No. 1 Of 3				
SI No.	Applicant ID	Name	Gender	
<input type="checkbox"/>	121880	Surbhi Sharma	Female	surbhi_sc
<input type="checkbox"/>	121811	Swati Sharma	Female	swati.sha
<input type="checkbox"/>	121809	Kanika Anand	Female	kanikaan
<input type="checkbox"/>	121787	Jyoti Tripathi	Female	tripathijy
<input type="checkbox"/>	121088	Debasis Sadhukhan	Male	deb.sadh

- Now you can see the mail window where you type the information and send the mails to all the selected candidates at one go. One model is shown below. Note that <<Applicant's Name>> came from the **Dynamic Values** selection. So each applicant will get their own name as it is in the ERP System.

Campus Mail Sender

***To** surbhi_solpha1988@yahoo.com,swati.sharma704@gmail.com,kanikaanand8@gmail.com

***Subject** Interview call letter

Dynamic Values --Select--

***Message**

Dear <<Applicant's Name>>,
You are shortlisted for <<Subject>>
The Interview date and time are given below:
<<Interview Date>>
<<Interview Time>>
|
Venue: caf building IISERM
You are requested to bring all your original certificate for the interview.

SEND

- Make sure that the foll. Information are not typed by the user. Instead click the Dynamic Values for the same.
Applicants name
Subject applied for
Interview Date
Interview Time
- Click Send to send the mail to the candidates.
- The above mail would be received by the candidates in the following way. It includes the interview date and time as scheduled in the ERP System.

From: <admissions@iisermohali.ac.in>
Date: Wed, Apr 18, 2012 at 10:37 AM
Subject: Interview call letter
To: robin.s.vasu@gmail.com

Dear Robin Singh Vasu,

You are shortlisted for 2012-13/PhD-Aug Term/Physics
The Interview date and time are given below:
Mon 30.04.2012
at 3:30 PM

Venue: caf building IISERM

You are requested to bring all your original certificate for the interview.

Regards
Convenor