HOW TO SEND MAILS TO CANDIDATES FROM ERP SYSTEM

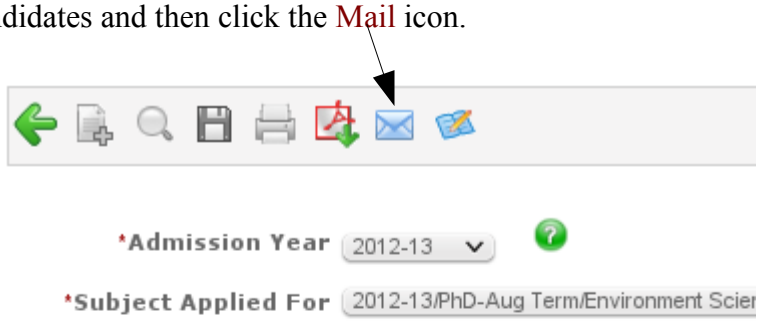
1. Goto Selection Process and Click Sending Mails to Applicants tab.

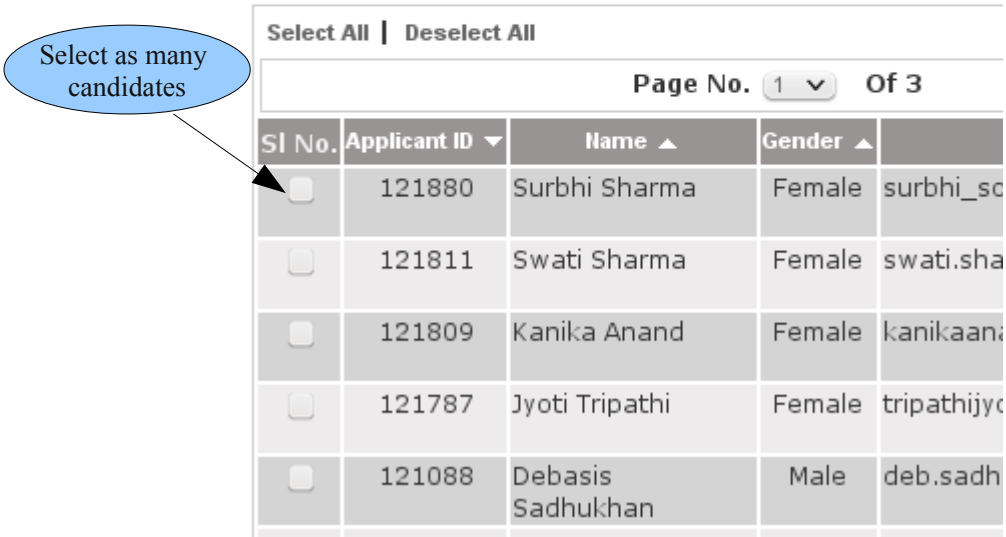
2. Make the following selections:
   Admission Year : 2012-13
   Admission Offer : PhD Admissions-Aug2012
   Subject Applied For: Physics
   Status : Interview Scheduled

   Click Go.

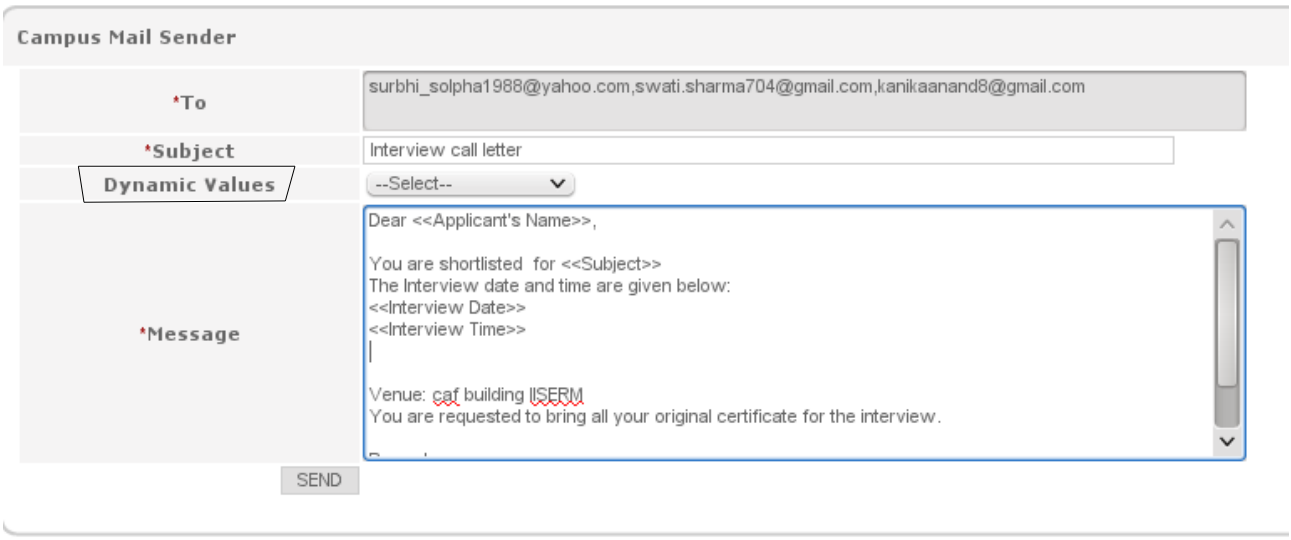
3. A list of candidates scheduled for the interview will be shown.

4. Select the candidates and then click the Mail icon.





5. 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.



6. 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

7. Click Send to send the mail to the candidates.

8. 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.

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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
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