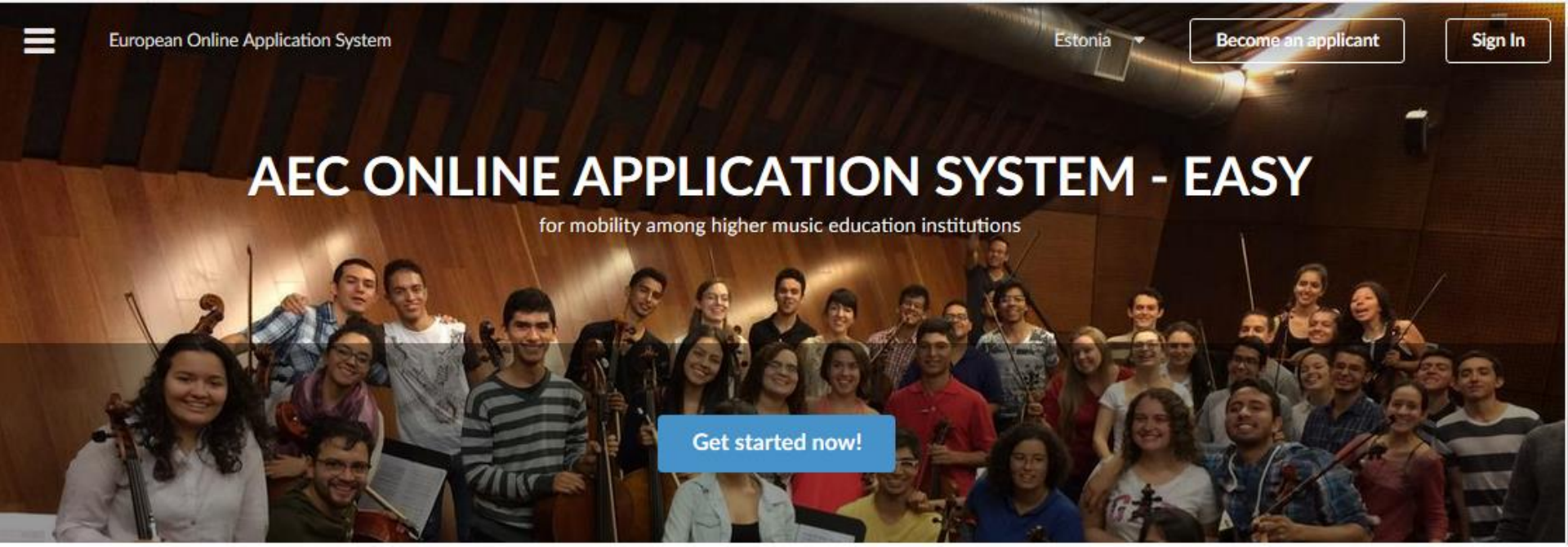


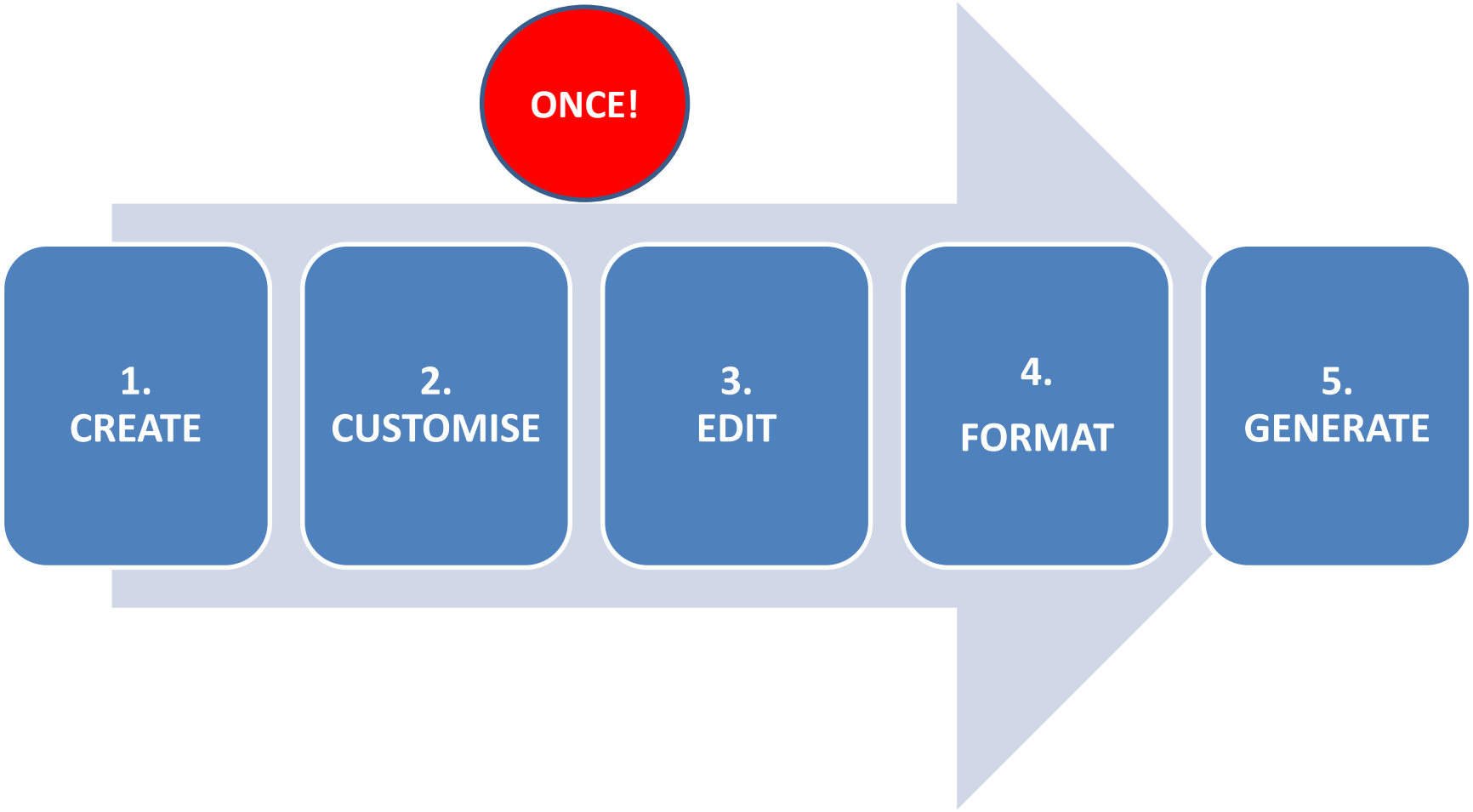
GENERATING LETTER TEMPLATES

Letterheads allow you to...

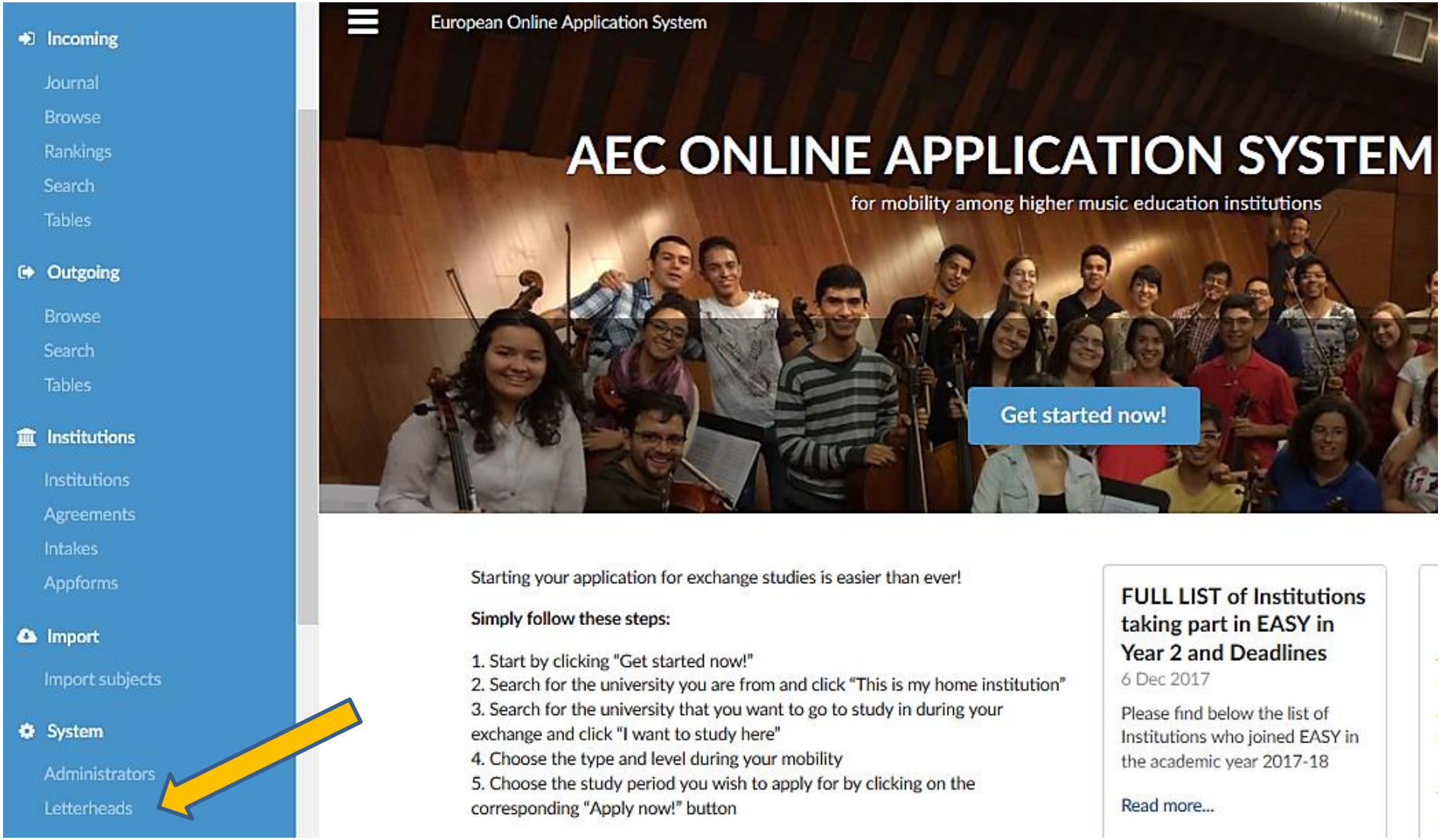
- Generate documents
- Automatically personalise documents
- Send documents to students and IRCs

... directly in the system

Walk the walk: New letterhead



Let’s create a Letterhead!



Acceptance letter EAMT

A4 (ISO 216)

Estonian Academy of Music and Theatre

Edit

Unamed

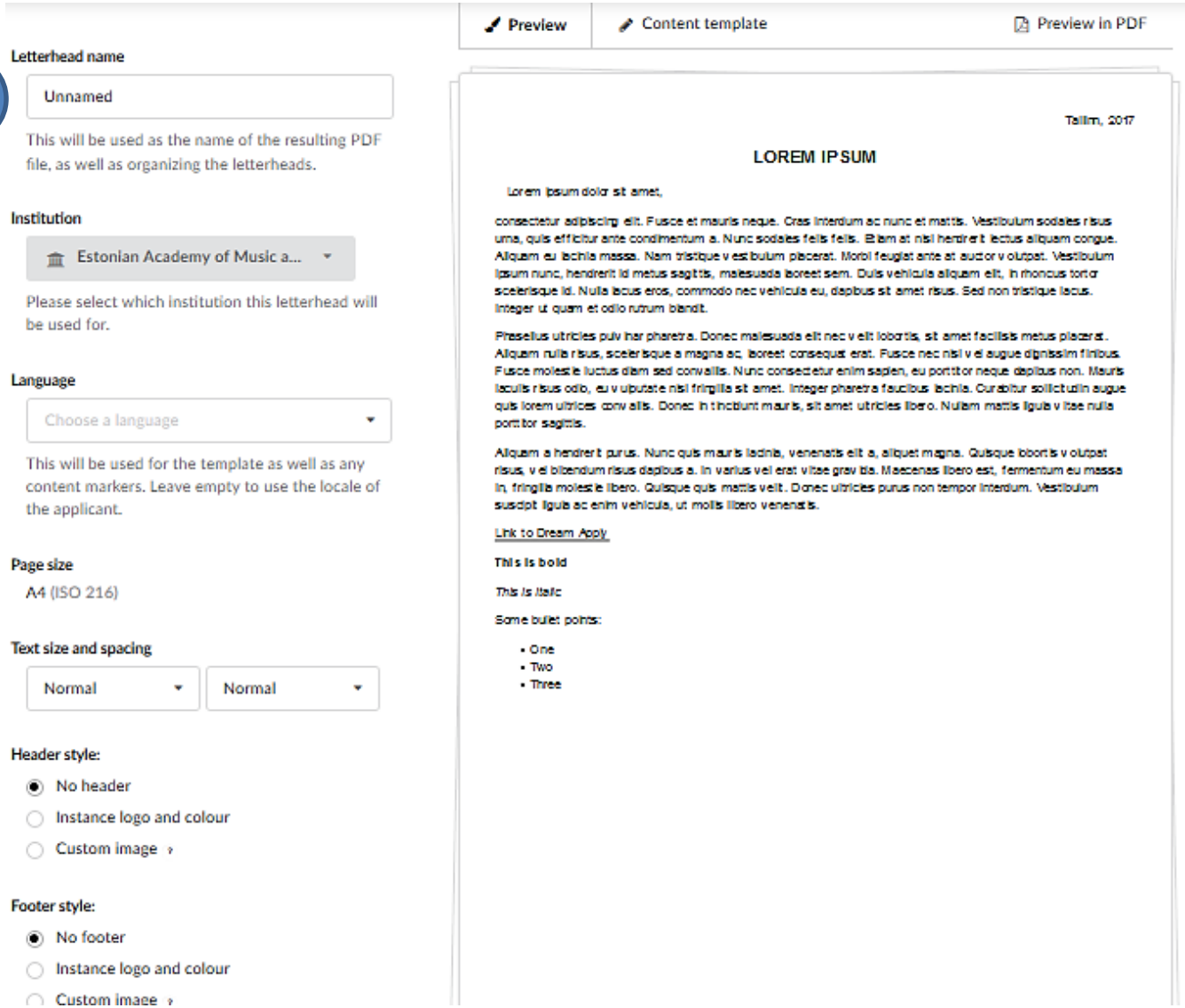
A4 (ISO 216)

Estonian Academy of Music and Theatre

Edit

+ New letterhead

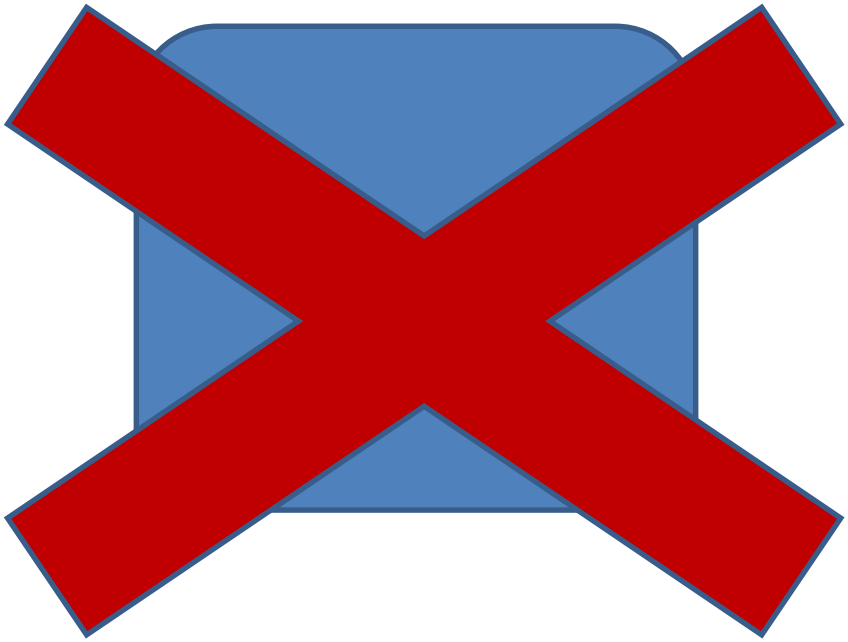
Customise your letterhead



1. Letterhead Name

Option 1

Bad choice!



Option 2

EAMT Acceptance letter

2. Header & Footer

- You can upload custom images (JPG, GIF, PNG)
- Ideal dimensions: 1600 pixels (w) x 400 pixels (h). Minimum height: 300 pixels.
- You might need to edit the image file before uploading!

EESTI MUUSIKA-
JA TEATRIAKADEEMIA

EESTI MUUSIKA-
JA TEATRIAKADEEMIA

Edit the content

Tallinn, 2017

LOREM IPSUM

Lorem ipsum dolor sit amet,

consectetur adipiscing elit. Fusce et mauris neque. Cras interdum ac nunc et mattis. Vestibulum sodales risus urna, quis efficitur ante condimentum a. Nunc sodales felis felis. Etiam at nisl hendrerit lectus aliquam congue. Aliquam eu lacinia massa. Nam tristique vestibulum placerat. Morbi feugiat ante at auctor volutpat. Vestibulum ipsum nunc, hendrerit id metus sagittis, malesuada laoreet sem. Duis vehicula aliquam elit, in rhoncus tortor scelerisque id. Nulla lacus eros, commodo nec vehicula eu, dapibus sit amet risus. Sed non tristique lacus. Integer ut quam et odio rutrum blandit.

Phasellus ultricies pulvinar pharetra. Donec malesuada elit nec velit lobortis, sit amet facilisis metus placerat. Aliquam nulla risus, scelerisque a magna ac, laoreet consequat erat. Fusce nec nisl vel augue dignissim finibus. Fusce molestie luctus diam sed convallis. Nunc consectetur enim sapien, eu porttitor neque dapibus non. Mauris iaculis risus odio, eu vulputate nisi fringilla sit amet. Integer pharetra faucibus lacinia. Curabitur sollicitudin augue quis lorem ultrices convallis. Donec in tincidunt mauris, sit amet ultricies libero. Nullam mattis ligula vitae nulla porttitor sagittis.

Aliquam a hendrerit purus. Nunc quis mauris lacinia, venenatis elit a, aliquet magna. Quisque lobortis volutpat risus, vel bibendum risus dapibus a. In varius vel erat vitae gravida. Maecenas libero est, fermentum eu massa in, fringilla molestie libero. Quisque quis mattis velit. Donec ultricies purus non tempor interdum. Vestibulum suscipit ligula ac enim vehicula, ut mollis libero venenatis.

Link to Dream Apply

This is bold

This is italic

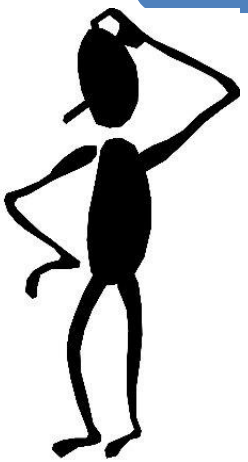
Some bullet points:

Edit the content

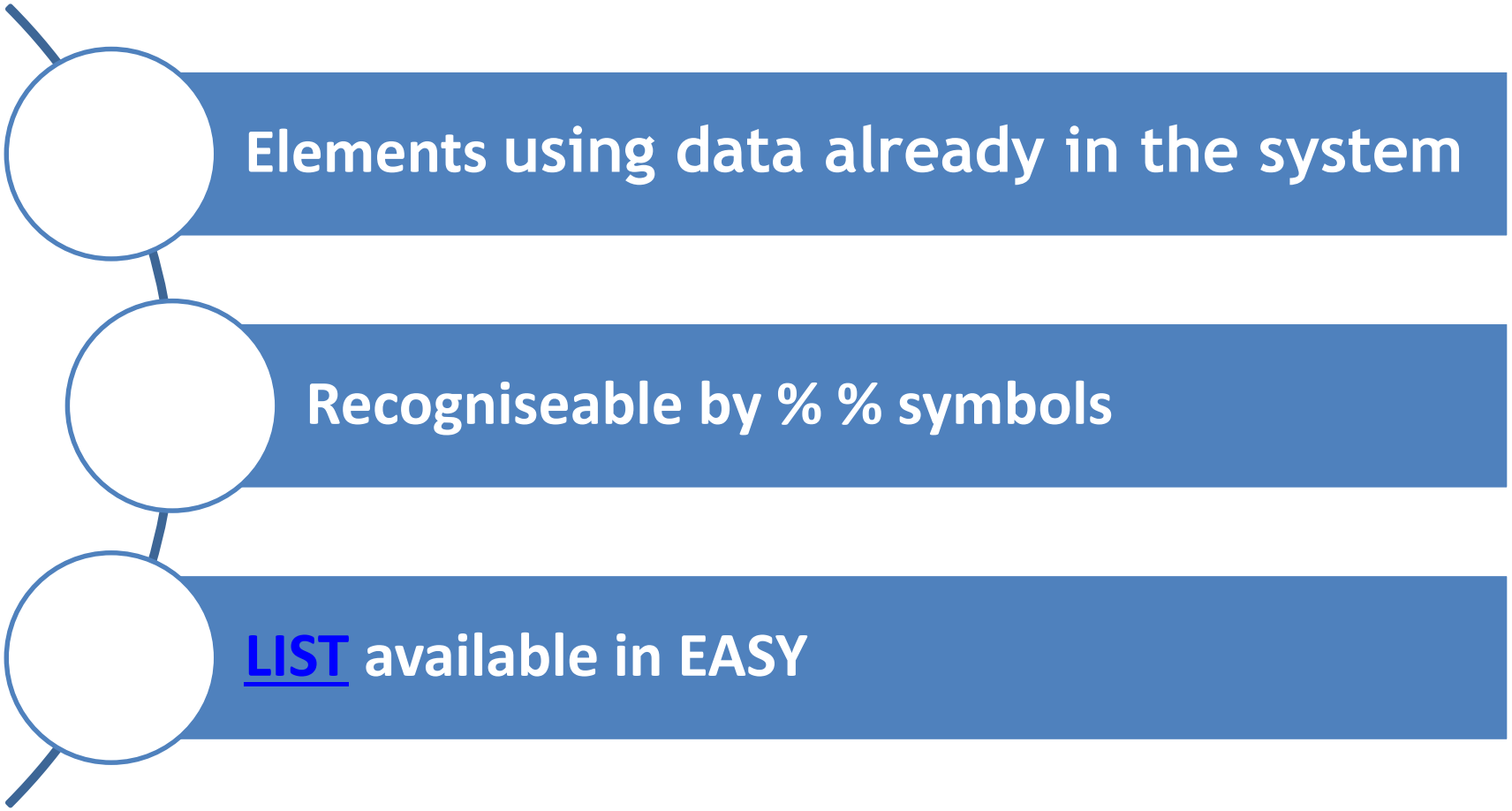
Insert the relevant text

Locate the case-specific data (name, date, study period)

Replace that data with content markers



Content markers ABC



NB! Use the right content markers without typos!

Dear Hanneleen Pihlak,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for Fall semester 2018/19

Dear %applicant-Name,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %aplication-academicTerm%.

Format the letterhead

Preview | **Content template** | Preview in PDF

h2=. Acceptance letter

p>. Tallinn, %date-dayMonthYear%

Dear %applicant-Name%,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %application-academicTerm%.

Please be so kind and send me a confirmation whether you will accept the study place or not by 1st of June the latest.

Please send the confirmation to my e-mail address, erasmus@ema.edu.ee. Please also confirm in the EASY application system. Also, don't forget to inform the Erasmus Coordinator of your home institution about your decision!

More information will later be sent to students who accept their exchange places.

We are looking forward to having you study at the EAMT!

"Link to EAMT website":http://www.ema.edu.ee/en/

Formatting options

h1 <*p*> p<. p>.	„Link“	***bold***	*_Italic_*

Preview in PDF

h2=. Acceptance letter

p>. Tallinn, %date-dayMonthYear%

Dear %applicant-Name%,

Your application has been accepted for Student Mobility at the Estonian Academy of Music and Theatre for %application-academicTerm%.

Please be so kind and send me a confirmation whether you will accept the study place or not by 1st of June the latest.

Please send the confirmation to my e-mail address, erasmus@ema.edu.ee. Please also confirm in the EASY application system. Also, don't forget to inform the Erasmus Coordinator of your home institution about your decision!

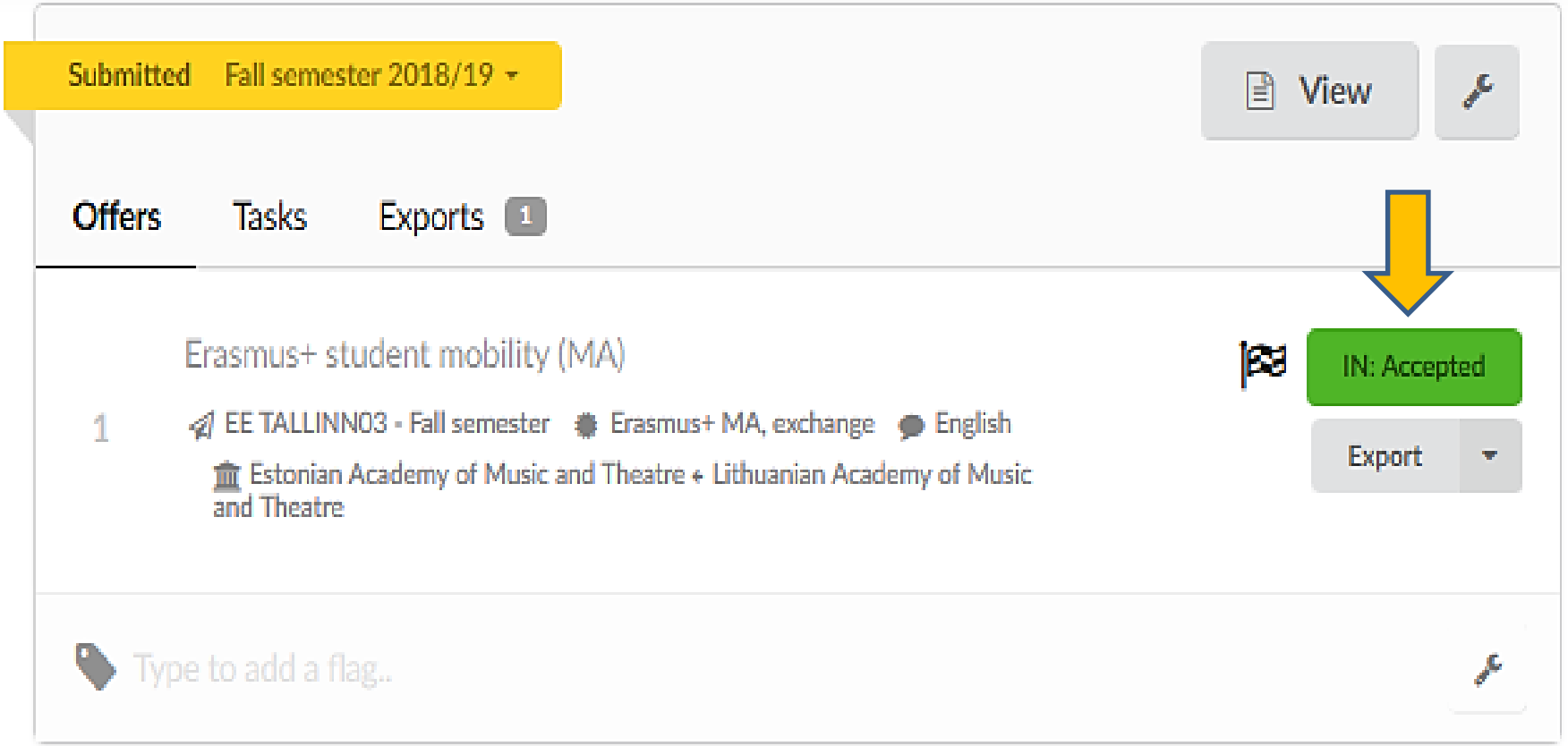
More information will later be sent to students who accept their exchange places.

We are looking forward to having you study at the EAMT!

"Link to EAMT website":http://www.ema.edu.ee/en/

Save and preview

Let’s generate a letter!



Click on **Attachments**

- External was notified
- IN: Feedback
- IN: Sent to committee
- IN: Waitlisted
- IN: Accepted
- IN: Rejected
- IN: Not considered

? Why are some statuses hidden?

Freeze application data:

- [x] When offer is confirmed

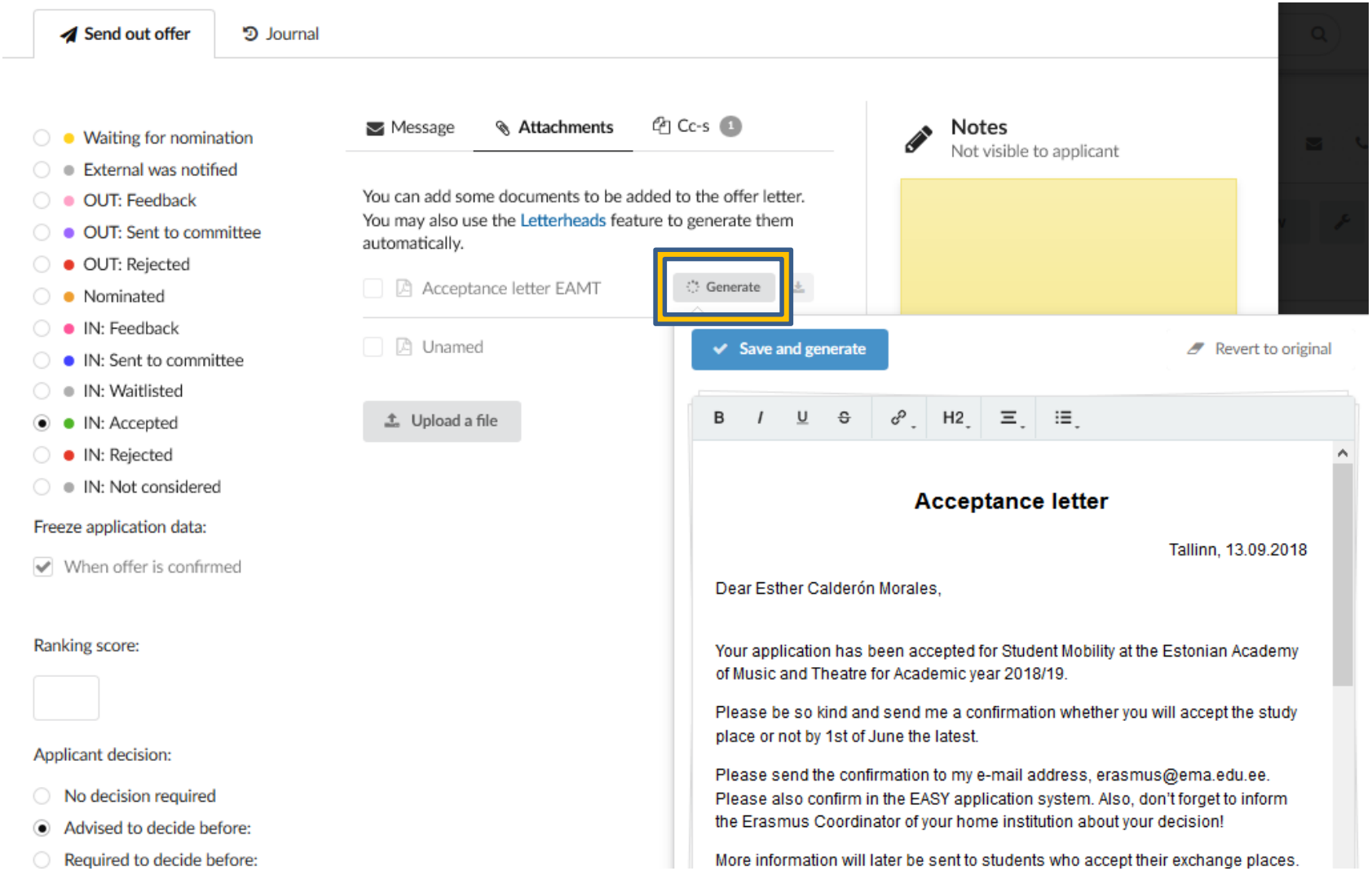
Message | Attachments | Cc-s 1

Subject Reply [IN: Accepted] from European Online Applicati

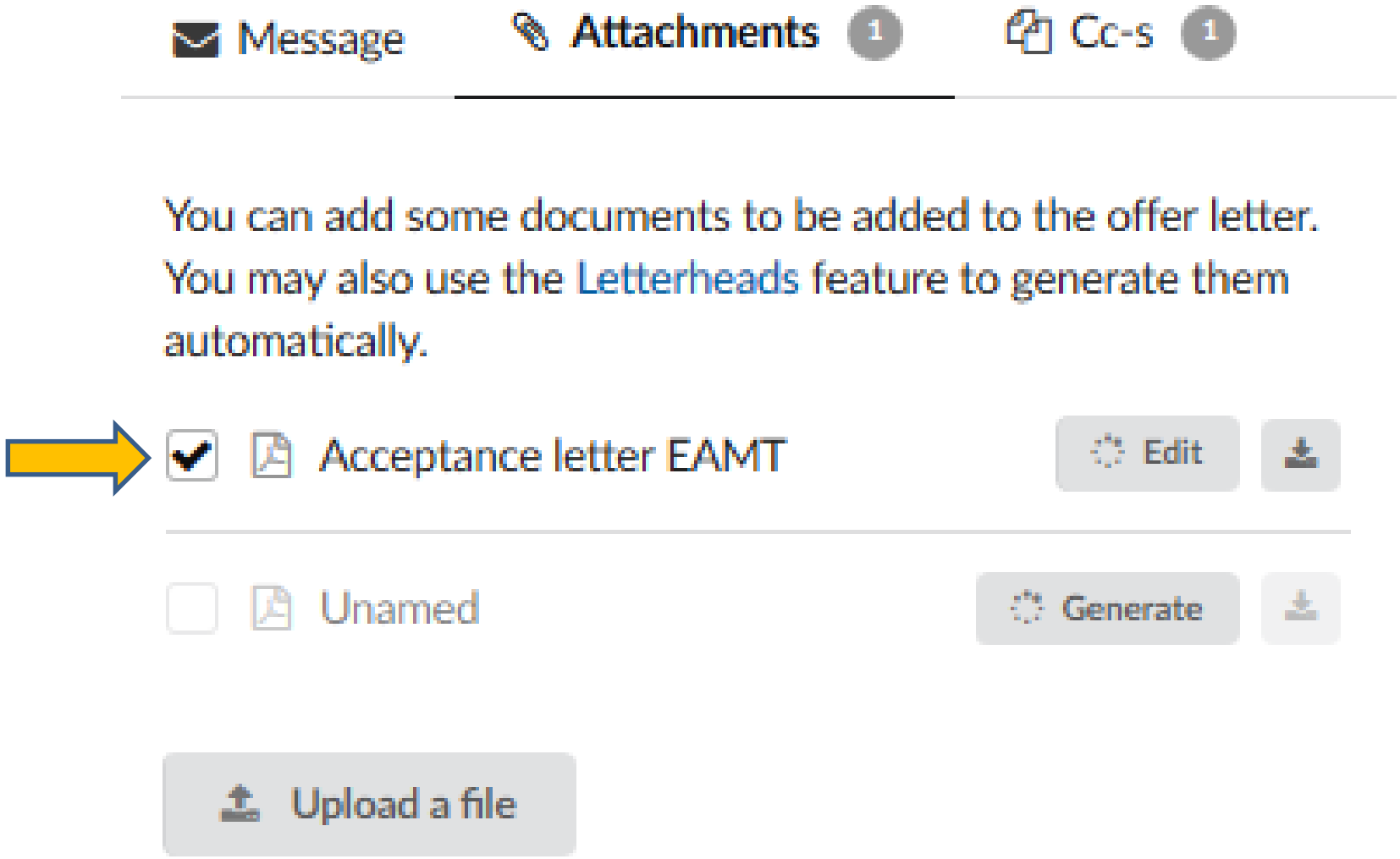
Congratulations! Your application has been Accepted for Erasmus+ student mobility (MA) in Estonian Academy of Music and Theatre.

Please be so kind and send me a confirmation whether you will accept the study place or not by 31st May the latest. Please send the confirmation to my e-mail address erasmus@ema.edu.ee and also confirm your choice in the EASY application system. And do not forget to inform the Erasmus Coordinator of your home institution about your decision!

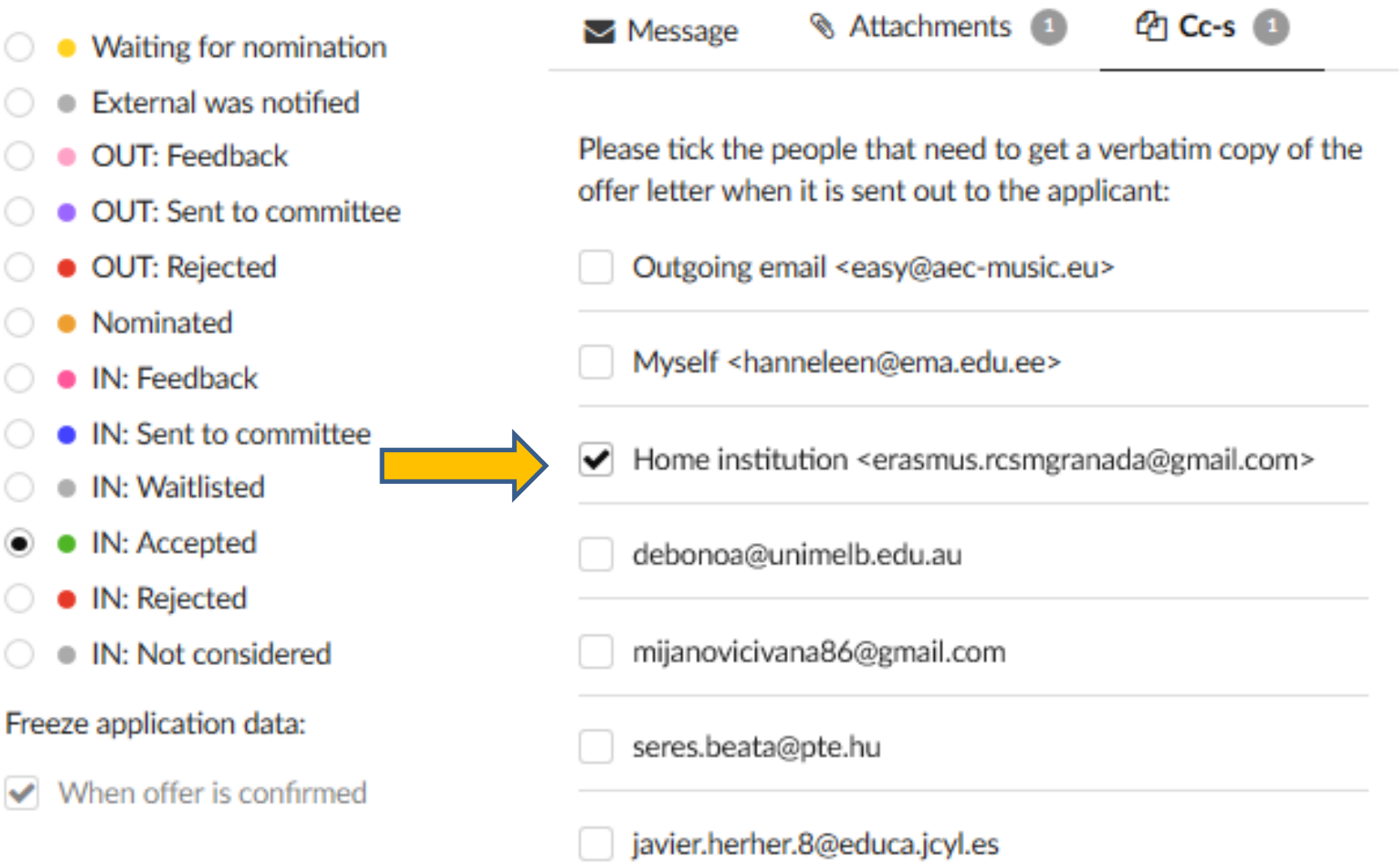
Generate – edit – Save and generate



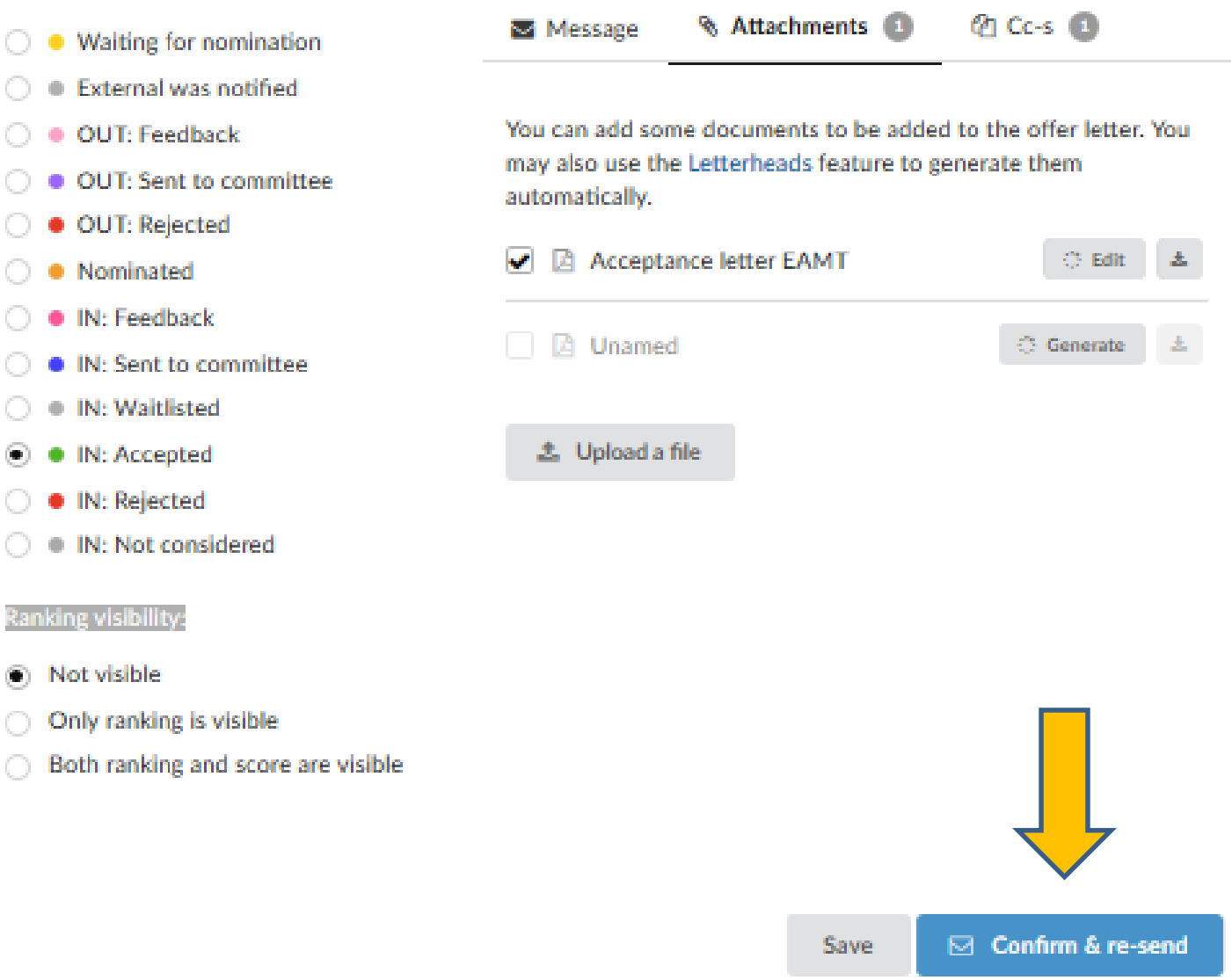
The personalised letter is generated



Now just cc home institution IRC...



... and send out!


Waiting for nomination
External was notified
OUT: Feedback
OUT: Sent to committee
OUT: Rejected
Nominated
IN: Feedback
IN: Sent to committee
IN: Waitlisted
IN: Accepted
IN: Rejected
IN: Not considered
Ranking visibility:
Not visible
Only ranking is visible
Both ranking and score are visible
Message
Attachments 1
Cc-s 1
You can add some documents to be added to the offer letter. You may also use the Letterheads feature to generate them automatically.
Acceptance letter EAMT
Edit
Unamed
Generate
Upload a file
Save
Confirm & re-send

Hogwarts is reconsidering their communication system...