

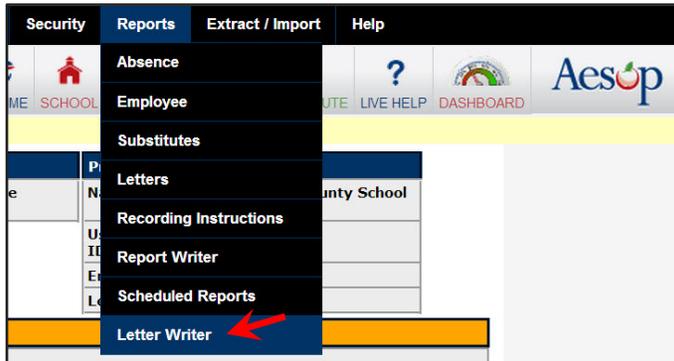


Aesop Tips

Scheduling an Email in Letter Writer

Scheduling Emails in Letter Writer

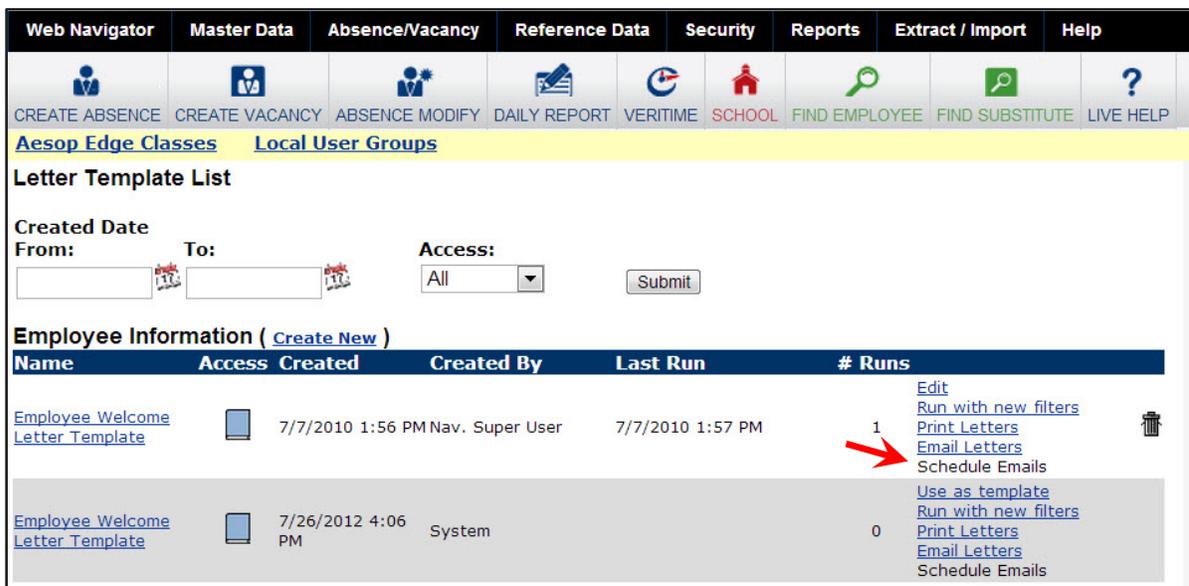
Just like scheduling reports in Report Writer, you can have emails scheduled to send automatically using Letter Writer.



The process is as simple as creating your email in Letter Writer and setting the time and frequency for the emails to send.

To open Letter Writer, click on **Reports** > **Letter Writer** in the black menu bar across the top of the page.

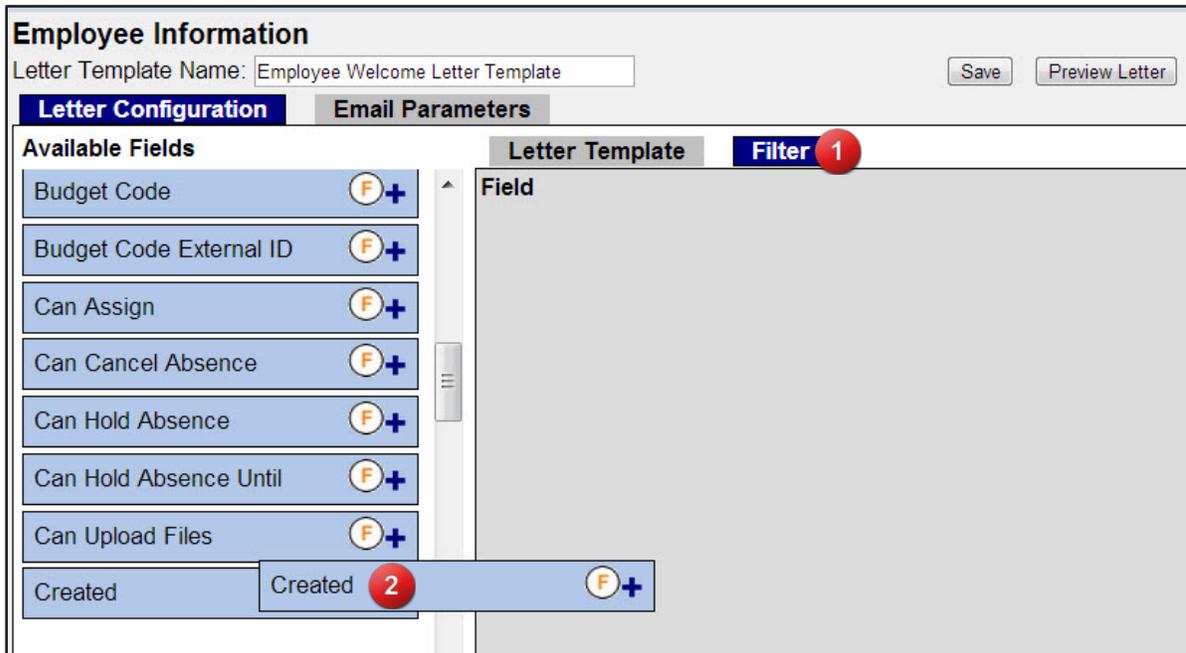
This will open the "Letter Template List." If the "Schedule Emails" link is greyed out and cannot be clicked, it means the letter does not have the "Created" filter.



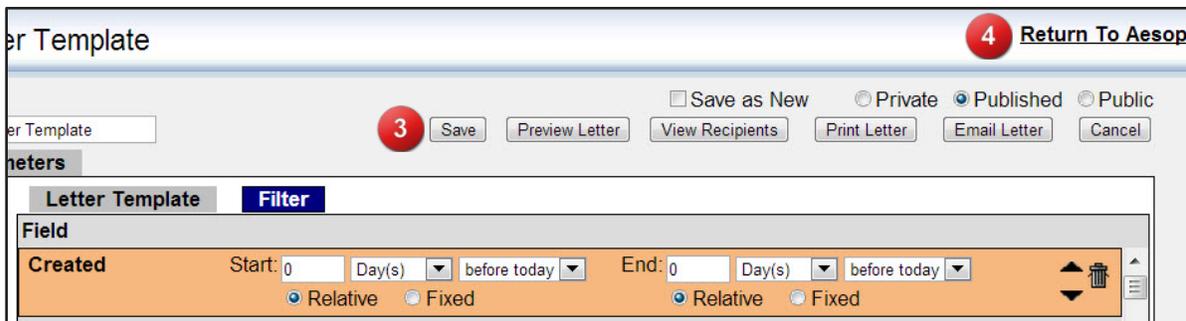
To add the "Created" filter, click the **Edit** link next to the letter you would like to schedule.

Once you've clicked **Edit** you'll see the letter template.

- 1 Click on the **Filter** tab and scroll down to find the blue "Created" Filter in the "Available Fields" column on the left of the screen.
- 2 Drag the **Created** filter into the grey box on the right.



- 3 Now click **Save**.
- 4 Then **Return to Aesop** at the top right of the screen.



You'll notice that the "Schedule Emails" link is now active.

Click the **Schedule Emails** link.

The screenshot shows the Aesop web application interface. At the top, there is a navigation bar with tabs: Web Navigator, Master Data, Absence/Vacancy, Reference Data, Security, Reports, Extract / Import, and Help. Below this is a secondary navigation bar with icons and labels: CREATE ABSENCE, CREATE VACANCY, ABSENCE MODIFY, DAILY REPORT, VERITIME, SCHOOL, FIND EMPLOYEE, FIND SUBSTITUTE, and LIVE HELP. The main content area is titled "Letter Template List" and includes a search form with "Created Date From:", "To:", and "Access:" fields, and a "Submit" button. Below the search form is a table of employee information. The table has columns: Name, Access, Created, Created By, Last Run, and # Runs. The first row shows "Employee Welcome Letter Template" with a "Schedule Emails" link highlighted by a red arrow. The second row shows another "Employee Welcome Letter Template" with a "Schedule Emails" link.

Name	Access	Created	Created By	Last Run	# Runs
Employee Welcome Letter Template		7/7/2010 1:56 PM	Nav. Super User	7/7/2010 1:57 PM	1
Employee Welcome Letter Template		7/26/2012 4:06 PM	System		0

The screenshot shows the "Aesop REPORTwriter Schedule Letters" dialog box. It has a "Schedule:" section with four radio button options: "I want to run the report right away.", "Let me know when the report is ready", "Schedule at a specific time", and "Set a recurring schedule". At the bottom, there are "Run" and "Cancel" buttons.

A window will pop up that allows you to configure your schedule for the Letter Writer email.

Choose which schedule type applies.

Select "Schedule at a specific time" to have Aesop send the email once at the designated time. By selecting "Set a recurring schedule," you may choose the time and frequency that the email will be sent.

In this example, we chose to set a recurring schedule for our Letter Writer email.

Once you've chosen the schedule type, you may choose a start (and end) date and time as well as the frequency at which you'd like the email sent.

Click **Run** to save the scheduled Letter Writer email.

Once you've saved the schedule, you'll be taken to the schedule summary page. Here you can edit the schedule by clicking the pencil icon, or delete the schedule by clicking the trash can icon.

If you have navigated away from this page, you can find it away by going to **Reports > Scheduled Reports** in the black menu bar at the top of the page.

Or, open the Letter Writer templates page again and you'll see a calendar/clock icon next to letters that have schedules. Click the icon to see details, edit, or delete a schedule.