

Administrative

Correspondence Maintenance (modify)

The User Profile determines the level of SKIES training and access. Each User Profile requires a minimum of training prior to receiving access to SKIES. Training does not address or define User roles or responsibilities but does address levels of User access within SKIES.

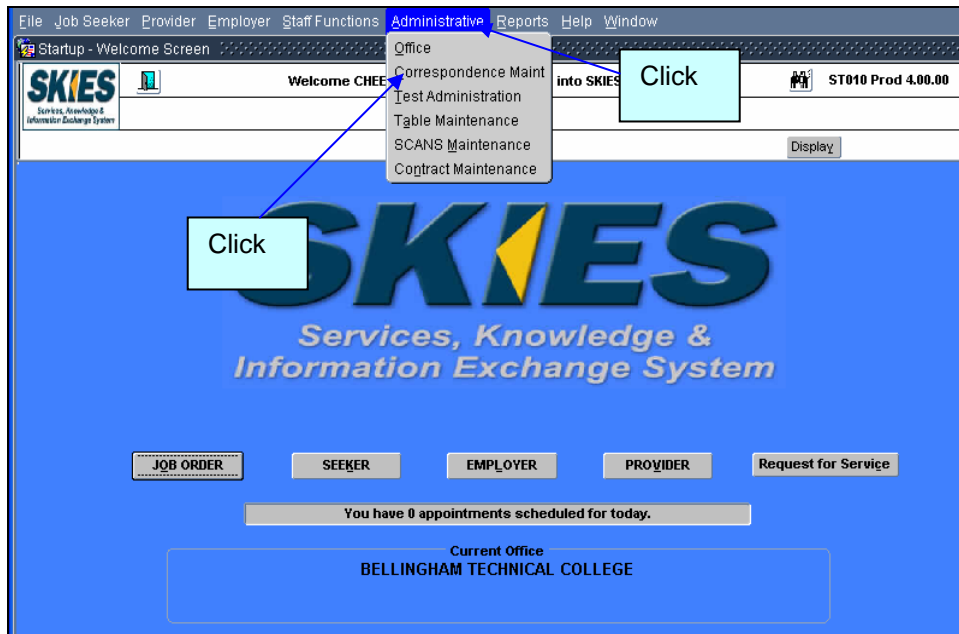
The **Correspondence** Profile allows access to the Administrative Menu, Correspondence option. The Correspondence Role requires **Staff** and **Correspondence** Profile training prior to receiving access to the Correspondence Role.

The **Correspondence** Role may create and maintain correspondence templates in the User assigned office.

This section describes the Administrative Menu > Correspondence option only.

Start SKIES Welcome Screen

Step 1 On the Menu Bar, click > Administrative > Correspondence Maint.



The **Correspondence Maintenance** screen displays.

File Job Seeker Provider Employer Staff Functions Administrative Reports Help Window

Correspondence Maintenance

SKIES
Services, Knowledge &
Information Exchange System

Local User

Type: CORRESPONDENCE DIRECTED TO EMPLOYER CONCERNI

Group: THANK YOU FOR JOB ORDER

Type of Correspondence	Date Active	Date Inactive
CORRESPONDENCE DIRECTED TO EMPLOYER CONCERNING	01/01/2000	
CORRESPONDENCE ABOUT EMPLOYER(S) DIRECTED TO SEEI	01/01/2000	
DIRECTED TO SEEKER CONCERNING SEEKER ONLY.	01/01/2000	
CORRESPONDENCE ABOUT SEEKER(S) DIRECTED TO EMPLO	01/01/2000	

Correspondence Group	Date Active	Date Inactive
INVITATION TO ATTEND JOB FAIR	01/01/2000	
THANK YOU FOR ATTENDING JOB FAIR	01/01/2000	
THANK YOU FOR JOB ORDER	01/01/2000	

Title	Select
Colville Job Orders	Select
Listing Job Order	Select
Placement Verification	Select

Local Text

The Correspondence Type displays on the Tool Bar (default).

The Correspondence Group displays on the Identification Bar (default).

Step 2 Click to select a Type of Correspondence (other than default).

Step 3 Click to select a Correspondence Group (other than default).

The Type of Correspondence and Group Correspondence determines the Title of the Correspondence.

Step 4 To view and/or maintain a Correspondence template, click to highlight the Title of the template and double click in the Local Text data field. The **Template Text** screen displays.

- or -

Click > SELECT button right of the Title data field. The **Template Text** screen displays.

The screenshot shows a software window titled "Correspondence Maintenance" with a menu bar (File, Job Seeker, Provider, Employer, Staff Functions, Administrative, Reports, Help, Window). The window contains a toolbar with icons for print, save, and delete. The main area displays a template for "BHAM CPP" with the following text:

```

<SYSTEM_DATE>
<SEEKER_FIRST_NAME> <SEEKER_LAST_NAME>
<SEEKER_ADDRESS1>
<SEEKER_ADDRESS2>
<SEEKER_CITY> <SEEKER_STATE> <SEEKER_ZIP>

Dear <SEEKER_FIRST_NAME>,

Did you know when receiving unemployment insurance benefits, you are required to make an active search for work? How's your search going? Only 12% of all people who look for work find success through newspaper want ads or the Internet.

```

Buttons for "Placeholders" and "Return" are visible at the top right of the template area.

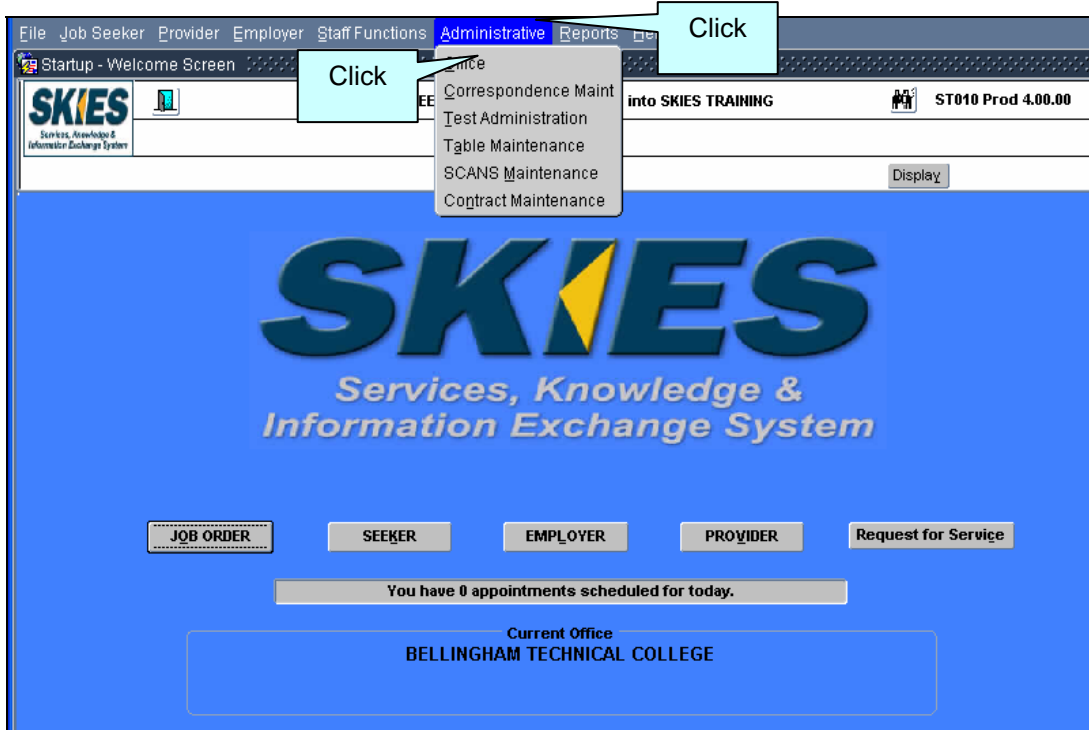
- Step 5** Modify the template by adding free form data and/or deleting free form data. Placeholder(s) may be deleted but can not be added. To delete a placeholder, highlight and press the Space Bar or the DELETE button on the keyboard.
- Step 6** Click > RETURN button > Save.
- Step 7** Click > Door to exit.

Administrative

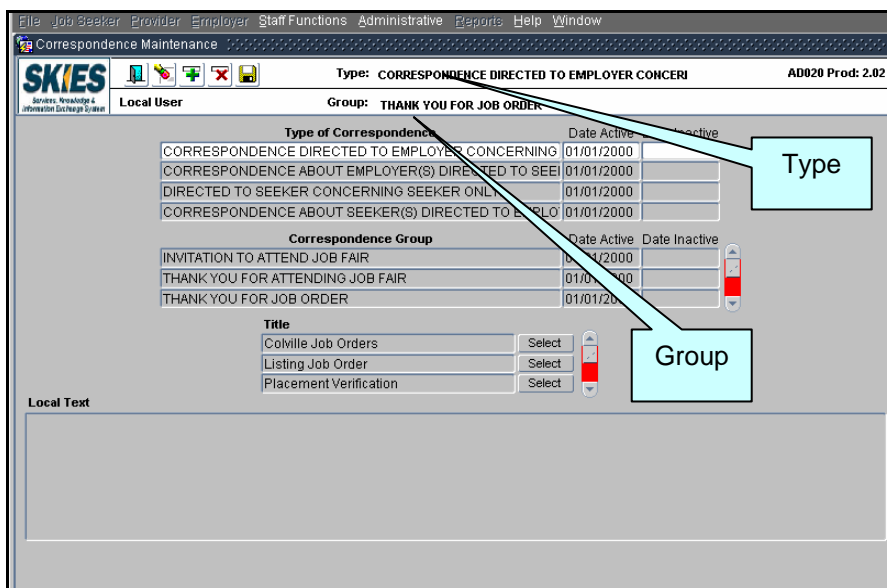
Correspondence Maintenance (create)

Start **SKIES Welcome Screen**

Step 1 On the Menu Bar, click > Administrative > Correspondence Maint.



The **Correspondence Maintenance** screen displays.



The Correspondence Type displays on the Tool Bar (default).

The Correspondence Group displays on the Identification Bar (default).

Step 2 Click to select a Type of Correspondence (other than default).

Step 3 Click to select a Correspondence Group (other than default).

The Type of Correspondence and Group Correspondence determines the Title of the Correspondence.

Step 4 To create a Correspondence template, click to highlight a line or click on a line and click > Plus (+) icon to add a line. Enter the Title of the template using free form text.

File Job Seeker Provider Employer Staff Functions Administrative Reports Help Window

Correspondence Maintenance

SKIES
Services, Knowledge &
Information Exchange System

Type: DIRECTED TO SEEKER CONCERNING SEEKER ONLY. A0020 Prod: 2.02

Local User Group: CALL IN FOR COUNSELING

Type of Correspondence	Date Active	Date Inactive
CORRESPONDENCE DIRECTED TO EMPLOYER CONCERNING	01/01/2000	
CORRESPONDENCE ABOUT EMPLOYER(S) DIRECTED TO SEEI	01/01/2000	
DIRECTED TO SEEKER CONCERNING SEEKER ONLY.	01/01/2000	
CORRESPONDENCE ABOUT SEEKER(S) DIRECTED TO EMPLO	01/01/2000	

Correspondence Group	Date Active	Date Inactive
CALL IN FOR COUNSELING	01/01/2000	
REFERRALS TO JOB FAIRS	01/01/2000	
REQUEST TO SEND NEW INFORMATION	01/01/2000	

Title

Mass Call In Select

Worksource Affiliate Rainier Select

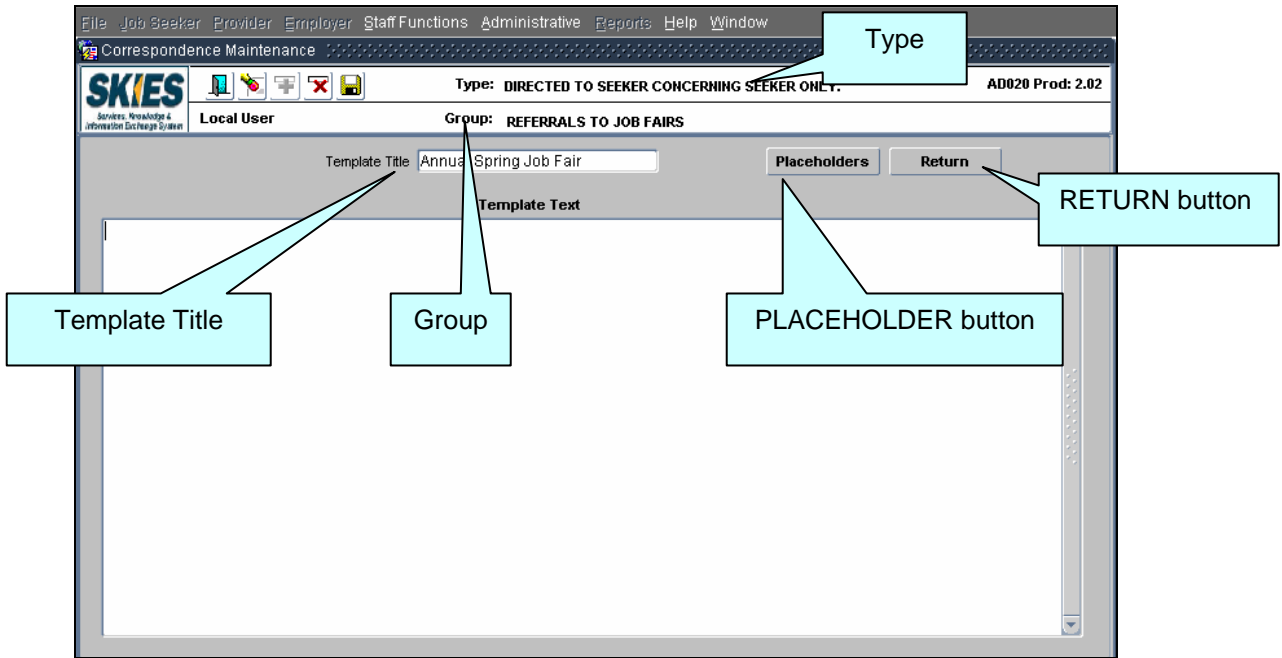
SELECT button

Enter the Title of the template

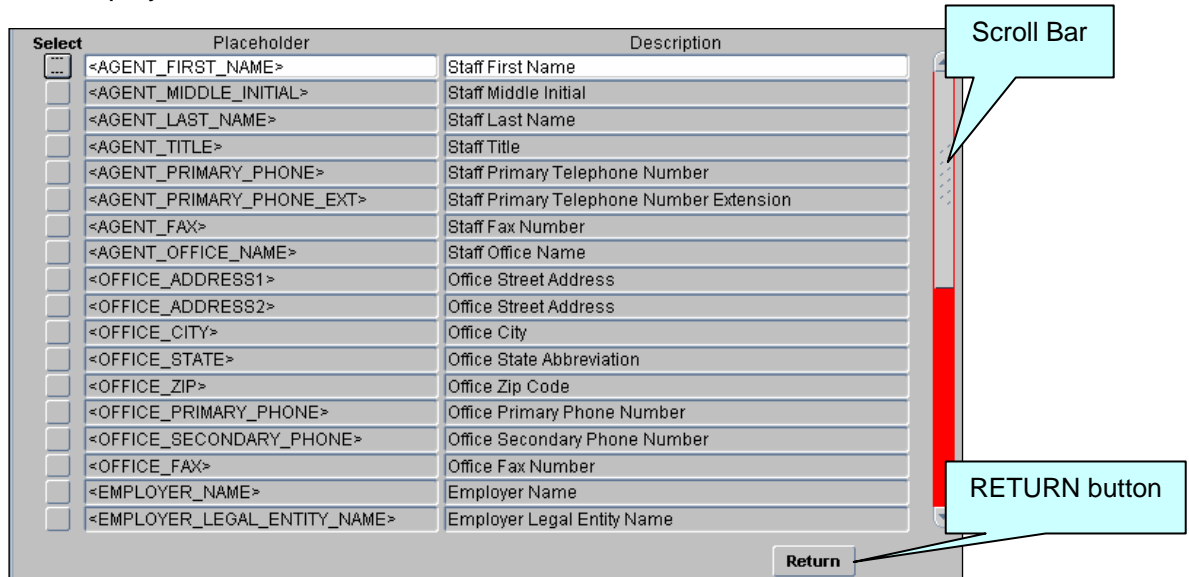
Step 4 Click > SELECT button right of the new template title. The **Template Text** screen displays.

- or -

Double click in the Template Text data field. The **Template Text** screen displays.

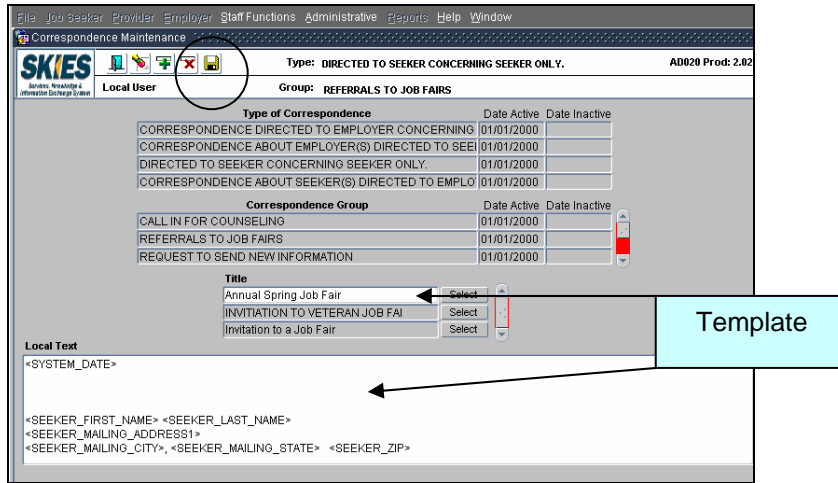


Step 5 Click > PLACEHOLDER button. The **Placeholder** over-ly screen displays.



Use the Scroll Bar for a complete list of placeholders. Click > Button(s) in the Select column left of the placeholder to select the placeholder (see description to the left). Use free form text for the body of the template. Use punctuation, grammar, and spaces as needed.

Step 6 Click > RETURN button. Edit the template, when necessary. Click > Save.



Step 7 Click > Door to exit.