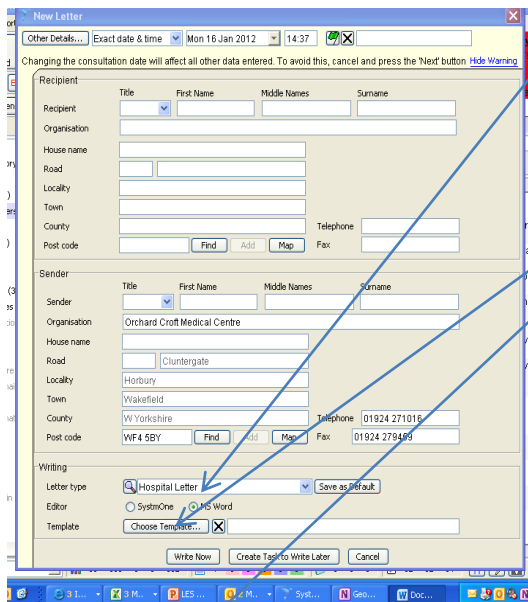
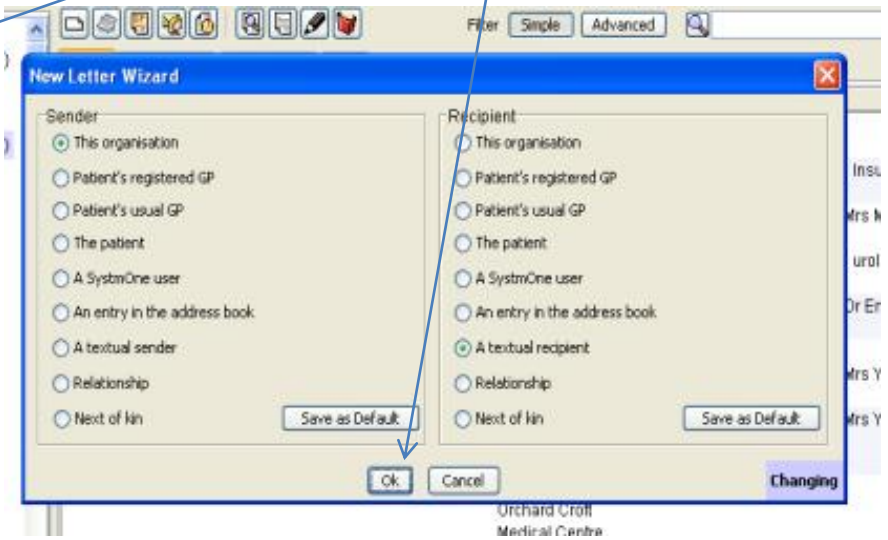


Step 1: R click on **communications & Letters**

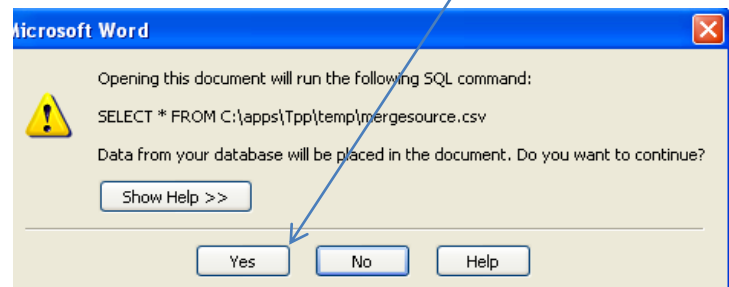
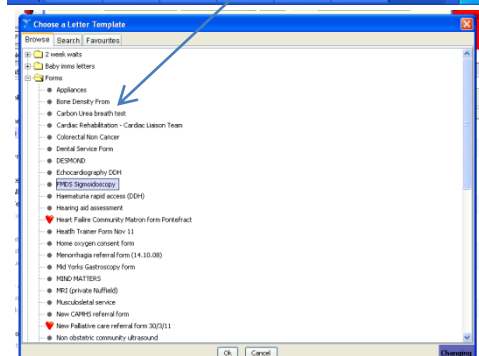
Step 2: L click on **New Letter** and press **OK**



Step 3: In NEW LETTER dialog box make sure MS word is selected and **press Choose template**

Step 4 : Choose template from list and press OK to go back to NEW LETTER box

Step 5: Press **Write now** and press **Yes** to word dialogue



Step 6 – Print form out and send to secretaries OR

FILL form electronically and SAVE and close word document. When closing it will ask if you want to mark as letter sent or amend later – please choose amend later

**DON'T FORGET TO SEND TASK TO SECS LETTER DONE**