

Using the Correspondence Tab

ERAS 2008 PDWS



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Correspondence Tab

The Correspondence Tab allows you to track the following interactions with your applicants:

- E-mails
- Faxes
- Letters
- Meetings
- Phone Calls
- Any other form of communication

Create a New Record

New Correspondence

Created By: Admin

Type: E-mail Message (For tracking purposes only)

Subject: E-mail Message (For tracking purposes only)

Entry Date: Fax

Notes: Letter

Meeting

Other

Phone Conversation

OK Cancel

Click the drop-down arrow next to **Type** and select the type of correspondence. We will select E-mail Message for this presentation.

Create a New Record

The screenshot shows a 'New Correspondence' dialog box with the following fields and callouts:

- Created By:** Admin
- Type:** E-mail Message (For tracking purposes only)
- Subject:** Interview Date (Callout: Enter a Subject.)
- Entry Date:** 04/11/2007 10:11:37 AM (Callout: Enter the date and time of the correspondence.)
- Notes:** Sent an E-mail giving the applican... (Callout: Enter any notes about the correspondence. (Hint: If you receive an e-mail you can copy and paste the message here.)

Buttons: OK, Cancel

Reasons to Use The Correspondence Tab

- Helps you stay organized
- See who was sent an e-mail
- Reminds you of information being exchanged with an applicant
- Keeps you informed about how many time(s) you have corresponded with an applicant
- No more guessing if you have responded to an applicant
- Clicking **View** will allow you to view the message that was sent

ERAS Contacts

- ERAS HelpDesk: 202-828-0413,
Monday - Friday 8a – 6p EST
- ERAS Web site: www.aamc.org/eras
- ERAS Questions: erashelp@aamc.org
- ERAS Ideas: erasideas@aamc.org



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