LetMC.com®
lettings software

# Post Bag

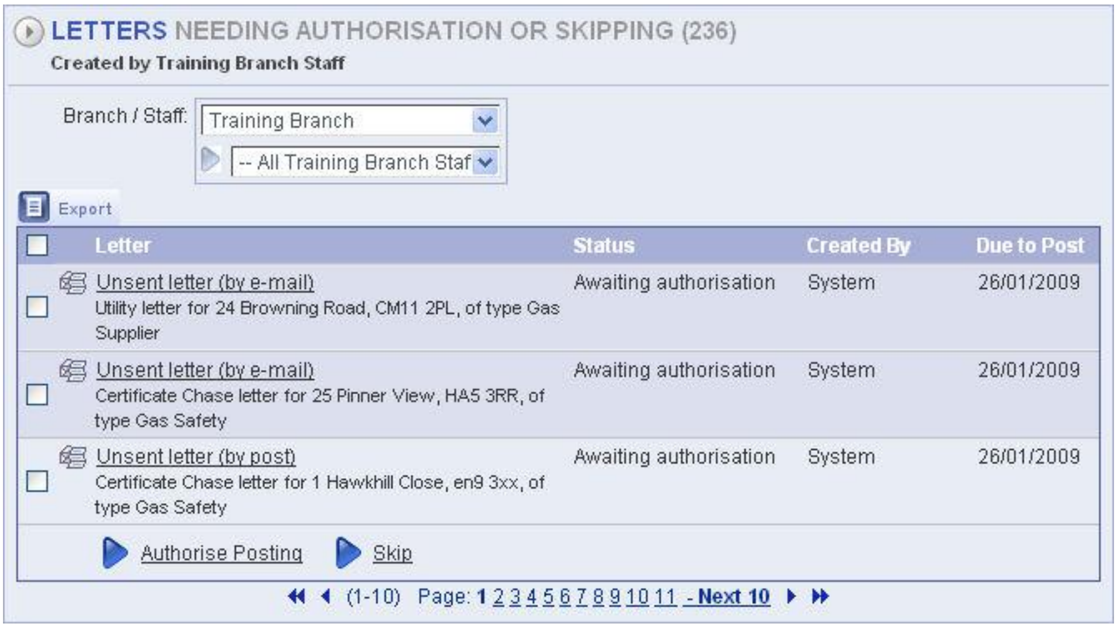
*(Tantum eruditi sunt liberi)*

Post Bag .......... 3
  Authorise Letters .......... 3
  Letters to Post .......... 4
  View Past Letters .......... 5
  Resending Letters .......... 6

## Post Bag
## Authorise Letters

### Home/Office/Post Bag/Authorise Letters

The post bag is the central point of the software. All terms of business, tenancy agreements, invoices, inventories, certificate chase letters, rent chase letters, etc. go here so they can be authorised and then printed in one go.
In the **Office Menu** select **Post Bag** then **Authorise Letters** and you will be directed to all letters that require authorising prior to posting. Once again, as with other screens already encountered, you can filter your options as to what branch and by what User. You may check any letter by clicking on it to open (you will need a pdf reader for this). Once satisfied with the letter you can now click the **Authorise Posting** button. This sends the letter(s) to the **Letters to Post** section. If the letter is not to be sent then select the letter and click on **Skip** this letter(s) will now go to the Past letters section.
Once Emails have been authorised they will be sent immediately and can then be seen in view past letters.



LETTERS NEEDING AUTHORISATION OR SKIPPING (236)
Created by Training Branch Staff

Branch / Staff: Training Branch
-- All Training Branch Staf

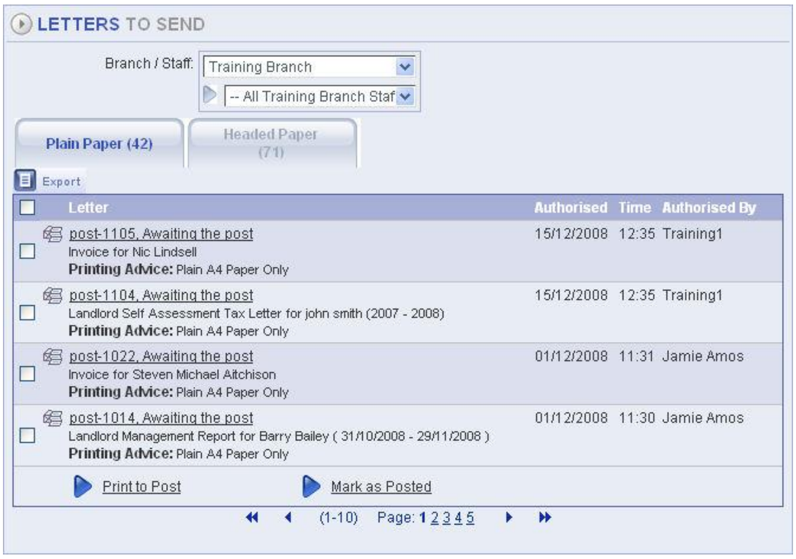
| ☐ | Letter | Status | Created By | Due to Post |
|---|---|---|---|---|
| ☐ | Unsent letter (by e-mail)<br>Utility letter for 24 Browning Road, CM11 2PL, of type Gas Supplier | Awaiting authorisation | System | 26/01/2009 |
| ☐ | Unsent letter (by e-mail)<br>Certificate Chase letter for 25 Pinner View, HA5 3RR, of type Gas Safety | Awaiting authorisation | System | 26/01/2009 |
| ☐ | Unsent letter (by post)<br>Certificate Chase letter for 1 Hawkhill Close, en9 3xx, of type Gas Safety | Awaiting authorisation | System | 26/01/2009 |

Each letter's title includes a short description of whether it is to be sent by post or email. Status shows Awaiting authorisation, Created by will either show a system process or a user, Due to Post Indicates the date on which the letter should be posted (normally the date the letter was generated). To view a letter click it's Title in the list. You will be given the option to Open or Save the letter. If you open the letter you can then go on to print it out. If you cannot see the letter you want click a page number in the bottom of the list to change page.

## Letters to Post

### Home/Office/Post Bag/Letters to Post

Use this option to view and print authorised letters that need posting or emailing, and record them as posted. Multiple letters may be selected to be printed and posted in a single batch. Use the Filter Letters Branch drop down menu if the Company has more than one branch. Default settings will show the branch that you are a Staff Member. Select method of posting from the tabs as to whether plain paper or headed paper is to be used.



Branch / Staff: Training Branch
-- All Training Branch Staf

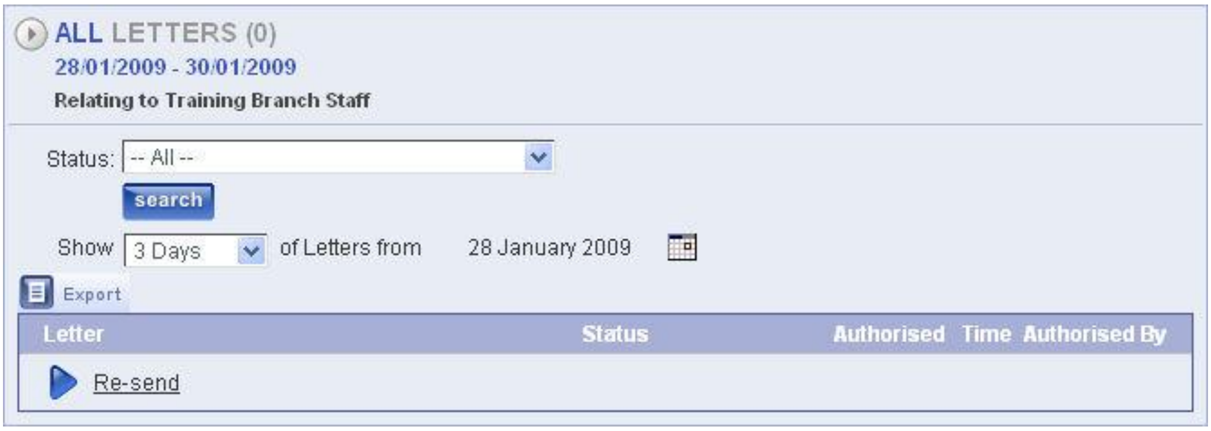
| ☐ | Letter | Authorised | Time | Authorised By |
|---|---|---|---|---|
| ☐ | post-1105, Awaiting the post<br>Invoice for Nic Lindsell<br>**Printing Advice:** Plain A4 Paper Only | 15/12/2008 | 12:35 | Training1 |
| ☐ | post-1104, Awaiting the post<br>Landlord Self Assessment Tax Letter for john smith (2007 - 2008)<br>**Printing Advice:** Plain A4 Paper Only | 15/12/2008 | 12:35 | Training1 |
| ☐ | post-1022, Awaiting the post<br>Invoice for Steven Michael Aitchison<br>**Printing Advice:** Plain A4 Paper Only | 01/12/2008 | 11:31 | Jamie Amos |
| ☐ | post-1014, Awaiting the post<br>Landlord Management Report for Barry Bailey ( 31/10/2008 - 29/11/2008 )<br>**Printing Advice:** Plain A4 Paper Only | 01/12/2008 | 11:30 | Jamie Amos |

To print one or more letters in one go tick the box next to each letter to be printed. When you have selected the letters to be printed, click **Print to Post** at the bottom of the list. The system will generate a single PDF file containing all of the letters you selected this can now be printed.

When you have printed letters and posted them (when the selected Sending Method is **'Post'**) you should mark them as posted. Tick the box next to each letter that has been posted and click **Mark as Posted**. The letter will disappear from the list and will appear on the **View Past Letters** page.

## View Past Letters

**Home/Office/Post Bag/View Past Letters**
Use this option to view and re-send letters and emails already posted and letters that were 'skipped' at the **Authorise Letters** stage.
Filter Letters by **Status** and click Search. If a different date range is required use the calendar icon to change the date
Each letter's title includes whether the letter was sent or skipped and a short description of the nature of the letter. **Authorised Time** indicates the date and time on which the letter was authorised or skipped. **Authorised By** indicates the staff member that posted or skipped the letter in **Authorise Letters**.



ALL LETTERS (0)
28/01/2009 - 30/01/2009
Relating to Training Branch Staff

Status: -- All --

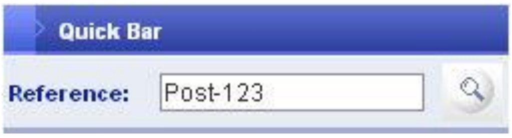
Show 3 Days of Letters from 28 January 2009

| Letter | Status | Authorised Time | Authorised By |
|---|---|---|---|

To view a letter, click the **Title** in the list. You will be given the option to Open or Save the letter.
If the letter requires resending, tick the box next to the letter to be re-sent and click **Re-send** at the bottom of the list. The letter will then return to the **Authorise Letters** page for authorising to be sent in the usual way. When sent the letter will be dated on the new date authorised.
Click **Finish** when you have finished viewing and re-sending past letters.

## Resending Letters

**If you have a reference:**
All letters sent from LetMC have a reference number. If you know the number of the letter you want to resend you just simply type it in the Reference box under Quick Bar and click go. A reference number is shown as “post-123” or similar.



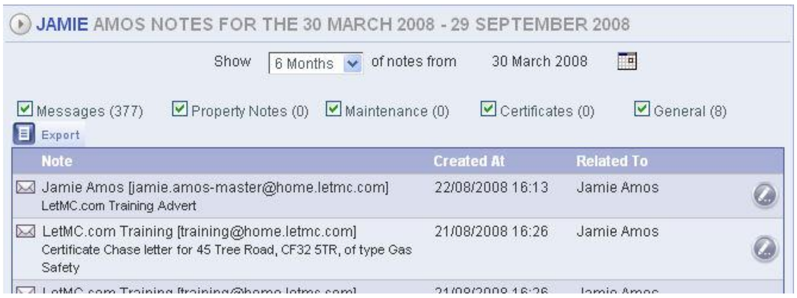
Reference: Post-123

With the reference number entered into the reference field click on the magnifying glass adjacent. This will bring up the letter you want to re-send. You can now print this out and post as normal. The letter will be produced as original with no date changes.

**If you do not have a reference:**
If you don’t have a reference for the letter you want to re-send you will be able to find it in the office section under “View Past Letters”, you can now filter the dates to when the letter was authorised and once you have located it you can resend it to the post-bag "Authorise Letters" to later be printed and sent off.

Resent letters will be subject to re-authorisation, this means that they will now go back to the Authorise Letters stage. The letter will now be sent with the current date applied

Alternatively you can search for the person that you sent the letter to originally, in Manage Peoples Notes, in their notes you should be able to locate the letter. Once you have located the letter, click on the edit button to recall it, then reprint and send. If it was an email you would just forward it on.



JAMIE AMOS NOTES FOR THE 30 MARCH 2008 - 29 SEPTEMBER 2008

Show 6 Months of notes from 30 March 2008

☑ Messages (377) ☑ Property Notes (0) ☑ Maintenance (0) ☑ Certificates (0) ☑ General (8)

| Note | Created At | Related To |
|---|---|---|
| Jamie Amos [jamie.amos-master@home.letmc.com]<br>LetMC.com Training Advert | 22/08/2008 16:13 | Jamie Amos |
| LetMC.com Training [training@home.letmc.com]<br>Certificate Chase letter for 45 Tree Road, CF32 5TR, of type Gas Safety | 21/08/2008 16:26 | Jamie Amos |

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