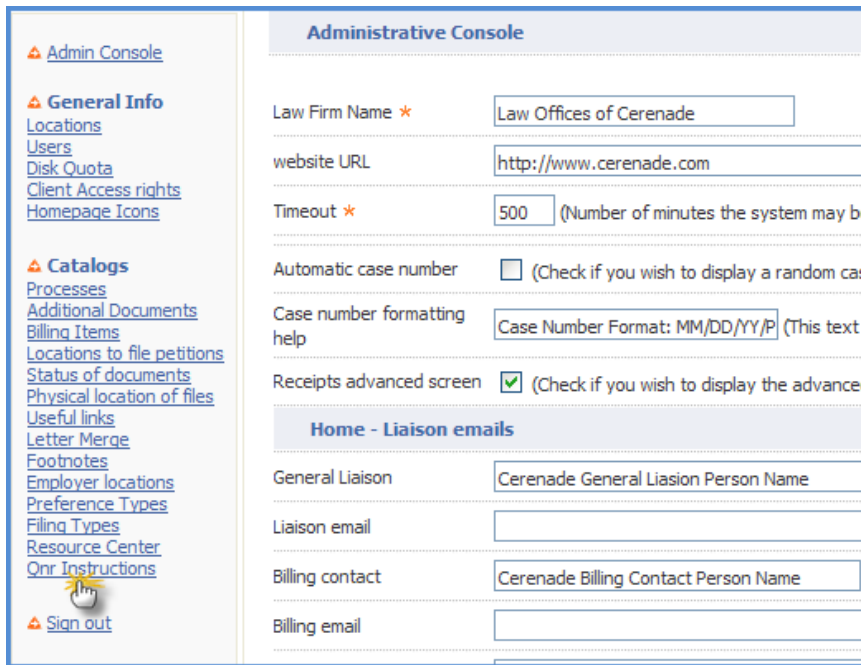


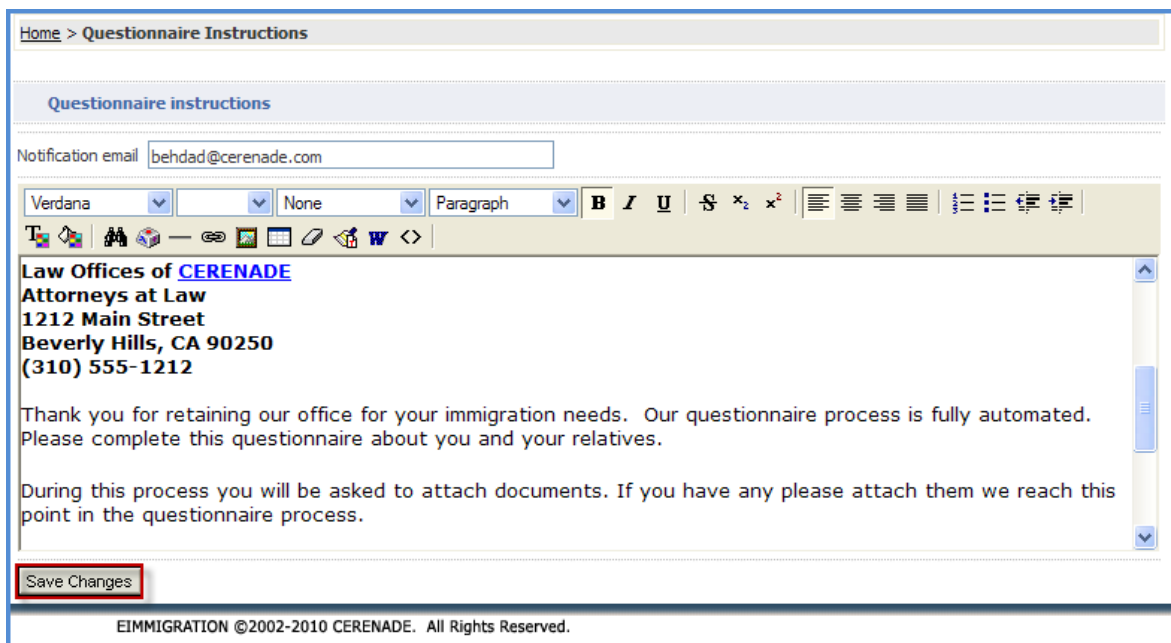
CREATE A DEFAULT COVER LETTER FOR OUTGOING QUESTIONNAIRES

- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Qnr Instructions** from the menu on the left side of the screen.



The screenshot shows the 'Administrative Console' interface. On the left is a navigation menu with categories: Admin Console, General Info (Locations, Users, Disk Quota, Client Access rights, Homepage Icons), Catalogs (Processes, Additional Documents, Billing Items, Locations to file petitions, Status of documents, Physical location of files, Useful links, Letter Merge, Footnotes, Employer locations, Preference Types, Filing Types, Resource Center, Qnr Instructions), and Sign out. The main area is titled 'Administrative Console' and contains several form fields: 'Law Firm Name' (Law Offices of Cerenade), 'website URL' (http://www.cerenade.com), 'Timeout' (500), 'Automatic case number' (checkbox), 'Case number formatting help' (Case Number Format: MM/DD/YY/P), 'Receipts advanced screen' (checkbox checked), and a section for 'Home - Liaison emails' with fields for 'General Liaison', 'Liaison email', 'Billing contact', and 'Billing email'.

- 3) In the editor section type the information you want to display when client receives the questionnaire. When done click on the **Save Changes** button.



The screenshot shows the 'Questionnaire Instructions' editor. At the top, there's a breadcrumb 'Home > Questionnaire Instructions' and a title bar 'Questionnaire instructions'. Below that is a 'Notification email' field with 'behdad@cerenade.com'. A rich text editor toolbar is visible with options for font (Verdana), size, color, background color, text color, bold, italic, underline, strikethrough, link, unlink, list, and indent. The main text area contains the following content:
Law Offices of CERENADE
Attorneys at Law
1212 Main Street
Beverly Hills, CA 90250
(310) 555-1212

Thank you for retaining our office for your immigration needs. Our questionnaire process is fully automated. Please complete this questionnaire about you and your relatives.

During this process you will be asked to attach documents. If you have any please attach them we reach this point in the questionnaire process.

A 'Save Changes' button is highlighted with a red box at the bottom left. The footer reads 'EIMMIGRATION ©2002-2010 CERENADE. All Rights Reserved.'



Related Articles:

How to add a signature to emails sent from Eimmigration.

<http://www.cerenade.com/eimmigration/AdminAddSignatureToEmails.pdf>

For more information and articles, please visit www.eimmigration.com