

Other Letter Information

Sending Letter By Mail or E-mail?

Remember that in the Letter Manager screen, you may choose how to send a letter by checking either the E-mail or Mail checkbox. In either case, you must click the Send/Print button in order to **record** to the ProIRB® database the fact that a letter was created (this does **not** “**save**” the letter). NOTE: Refer to the Follow Up Manager instructions for further information.

If you choose E-mail, the letter will be an attachment:

- Template letters will be attached as Word documents.
- Standard ProIRB letters will be attached in Snapshot format. The receiver of the email will need to have Snapshot Viewer installed in order to view the letter. A link is included in the email for the receiver to quickly install the Viewer if not already on his/her PC. Think of the Snapshot format as a “picture” of the letter. The receiver cannot change it.

Saving Letters

A letter recorded to the ProIRB® database does not mean the letter has been saved because ProIRB® does not serve as a “document management” system.

You may, however, save a letter by clicking the Preview button when in the Letter Manager. While in the Preview screen:

- A template letter can be saved to any folder in the same way as any other Word document by clicking File / Save.
- For a standard ProIRB letter, you must choose File / Export. Then choose Rich Text Format (*.rtf) in the Save As Type box before proceeding.

Extra Copies

If you want extra copies of either standard or template letters and not have them be recorded to the database, print them from the Preview screen.