

Correspondence Summary

Scenario

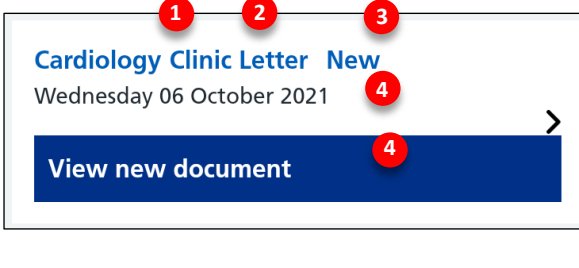
This guide explains the Correspondence Summary screens for the My GNCR service. If the document is new or has been updated the summary will update to reflect this.

This guide also shows the corresponding locations within the Management Portal for the data shown in the summary. The information in this section cannot be edited in the Management Portal.

Overview

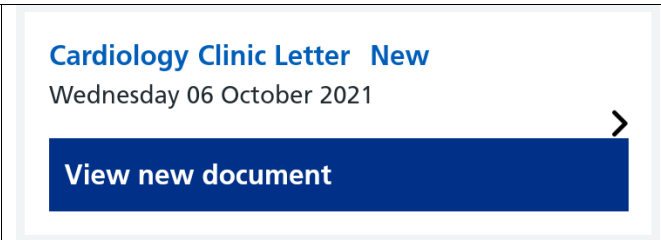
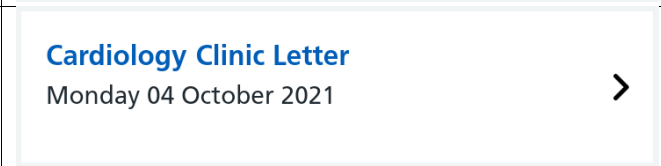
In the Correspondence list the items will display a summary containing the key details. To view the full details the user clicks the summary panel.

The details in the summary are as follows:

1	Speciality	Sent in correspondence message	
2	Correspondence Type	Sent in correspondence message	
3	Date	Sent in correspondence message	
4	Document status	In App	
5	Banner	In App	

Variations

The document summary will display as shown below depending on if the document is new, updated or viewed.

New document	
Viewed document	
Updated document	