
Aquiller User Guide

Basic Navigation



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1 Introduction

Aquiller is a correspondence management system that is integrated with SAP and that is designed to work with the SAP HCM database. It allows for the design of standard letter templates which can be merged with HCM data. The finalized letters, which are generated in PDF format, can be emailed or printed directly, or through defined workflow gain approval, before being updated in SAP.

Content and letter templates are maintained via a desktop application, and users can also generate actual correspondence for employees via the same application. All other configuration is managed via the backend SAP system.

The aim of this user guide is to explain how users can access the desktop application and navigate around the modules within it.

2 Accessing Aquiller

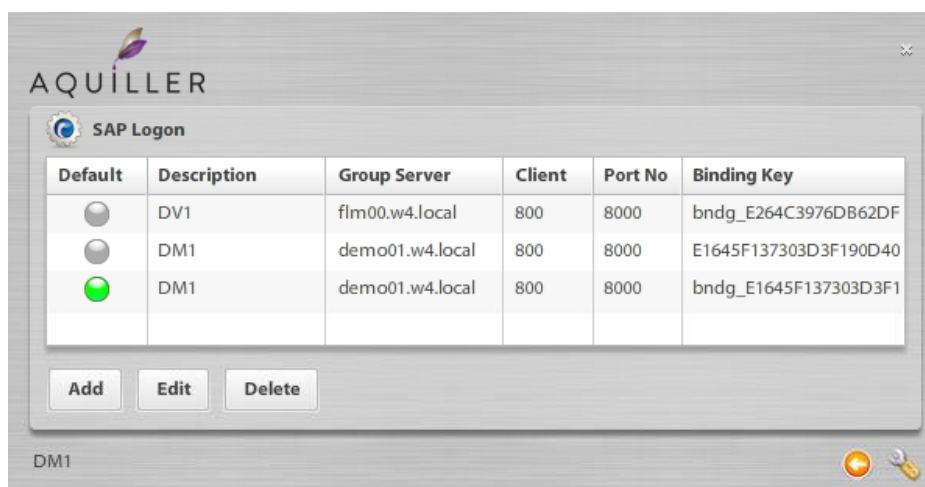
2.1 Opening the application

Launch Aquiller via a shortcut icon on your desktop or via the all programs menu in Windows. This will display the landing screen for the application shown below:



2.2 Managing system connection details

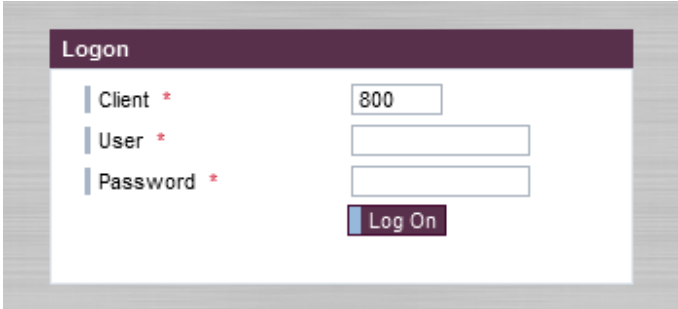
Aquiller can be configured to connect to multiple SAP systems. The current system to which it is connecting is displayed on the bottom left of the landing screen. To modify either the system to which you want to connect, or indeed any of the connection details, click on the Spanner icon displayed on the bottom right of the landing screen.



Return to the landing screen by selecting the Back icon.

2.3 Logging in

Click on the “Secure Login” button to access the Aquiller logon pad. Enter the appropriate client, user name and password to access the application.



3 Basic Navigation

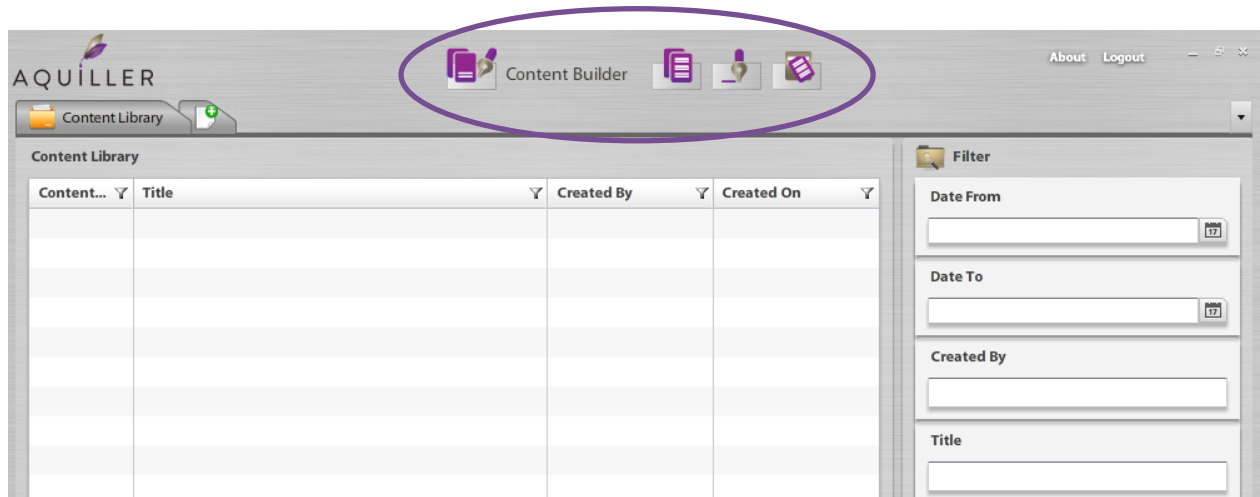
3.1 Key modules

Aquiller is made up of four modules described below:

- **Content Builder** is the module where users can create all of the different paragraphs or content blocks that they will later pull together to create Letter Templates. These paragraphs can contain text, images and also variables which draw in dynamic values from SAP. Each paragraph may be reused within multiple Letter Templates.
- **Letter Assembler** is the module used to select and combine paragraphs into a Letter Template. Additional configuration determines the delivery method of letters to employees and adds security to restrict access to templates and changes to template content.
- **Letter Writer** is the module used by managers and HR to generate and send letters to employees. In this module, a template and one or more employees are selected. Aquiller then generates a letter populating all of the dynamic content relevant to the selected employee(s) and the user can preview the generated PDF. Depending on how the Letter Template has been configured, final amends may also be made.
- **Letter Box** contains an inbox and outbox that are used in the processing of letters. Users can see a history of all letters sent and manage letters requiring approval prior to delivery to employees.

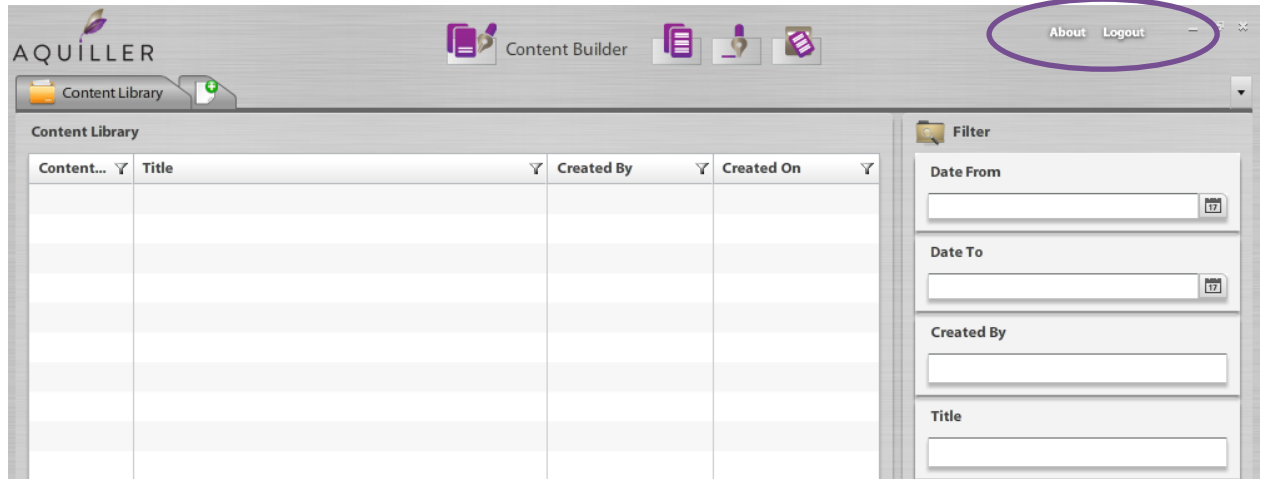
3.2 Navigating between modules

The four Aquiller modules are accessed via the icons at the top of the application.



3.3 *Installed Release*

The installed release of Aquiller can be viewed by clicking on About



3.4 *Logging Out*

To log out of Aquiller, click on Logout. Ensure that all Content and Letter Templates have been closed before you log out, to prevent locking.

4 Reference Documents

FLM Connect Aquiller installation guide
FLM Connect Aquiller configuration guide