

How to set the letter date on an email

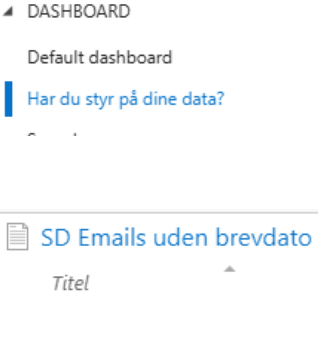
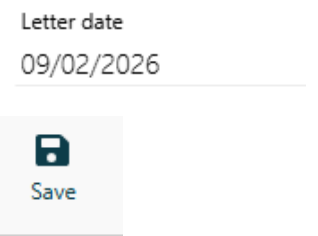
This guide explains how to set the letter date on an email that has been saved in Workzone without the letter date appearing in the document’s metadata.

Background

According to §24 of the Circular on Notification and Approval of IT Systems CIR no. 9290 (§24 i Cirkulære om anmeldelse og godkendelse af it-systemer CIR nr 9290), and when working with decision cases under the Public Administration Act §15 (Offentlighedsloven §15), a letter date must always be assigned to emails that are journalized.

This is done automatically when journalizing via Workzone plugin or Outlook Add-in, but not when using Drag and drop or File Explorer.

Therefore, a new list has been created for monitoring: SD Emails uden brevdato, allowing users to keep track of documents that need to be updated with a letter date. The ESDH team also performs weekly controlling to ensure this is done.

Instruction	Explanation	Navigation
<p>Find your saved emails without a letter date</p>	<p>You can find your saved emails without a letter date by going to Workzone under the dashboard Har du styr på dine data? in the panel on the left side of the screen.</p> <p>On the dashboard, you will find the list SD Emails uden brevdato, where your emails missing a letter date are displayed.</p>	
<p>Open email</p>	<p>Double-click the title of the individual email to open the document. Then enter the correct letter date in the Letter date field and click Save.</p>	
<p>If it is not possible to assign a letter date</p>	<p>If the document is on a closed case, you must reopen the case before the letter date can be saved.</p> <ol style="list-style-type: none"> 1. Click To case at the top of the navigation ribbon 2. Note the Closed date (so it can be re-entered later) 3. Click Reopen within the case 4. Refresh your browser afterward 5. Assign now the letter date to the relevant document 6. Then re-enter the Closed date 7. The case is now closed 	