Document for the Merge Fields

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| --- | --- | --- |
| Sr.No | Merging fields required in the letter | Tags Required for merging |
| 1 | Letter Date on Top of the Page Copy the table from field column on letter to the right side. For e.g. (January 18, 2017) | |  | | --- | | «TableStart:Other»«OfferLetterDateChange»«TableEnd:Other» | |
| 2 | Candidate Name without Salutation | «TableStart:Other»«CandidateName»«TableEnd:Other» |
| 3 | Salutation Field | «TableStart:Other»«SalutationName»«TableEnd:Other» |
| 4 | Candidates First Name | «TableStart:Other»«CandidateFirstName»«TableEnd:Other» |
| 5 | Candidates Middle Name | «TableStart:Other»«CandidateMiddleName»«TableEnd:Other» |
| 6 | Candidates Last Name | «TableStart:Other»«CandidateLastName»«TableEnd:Other» |
| 7 | Candidates Date of Birth | «TableStart:Other»«CandidateDateofBirth»«TableEnd:Other» |
| 8 | Letter Date on Top of the Page Copy the table from field column on letter to the right side. For e.g. (Jan 18, 2017) | |  | | --- | | «TableStart:Other»«LetterDate»«TableEnd:Other» | |
| 9 | Signing Authority | |  | | --- | | «TableStart:Other»«SigningAuthority1»«TableEnd:Other» | |
| 10 | Signing Authority Designation | |  | | --- | | «TableStart:Other»«SigningAuthorityPosition1»«TableEnd:Other» | |
| 11 | Candidates Age | «TableStart:Other»«Age»«TableEnd:Other» |
| 12 | Notice period | «TableStart:Other»«NoticePeriod»«TableEnd:Other» |
| 13 | Probation period | «TableStart:Other»«ProbationPeriod»«TableEnd:Other» |
| 14 | Notice Period Once Confirmed | «TableStart:Other»«NoticePeriodOnceConfirmed»«TableEnd:Other» |
| 15 | Present Address  Imp point to remember is if the address is not being entered as its not a mandatory field in the application form we need to add the fields in the table rows form so pick the structure and paste in similar way in the letter. Merging the complete address in one row should not be done as if any of the field which is not entered and kept blank then that row should not be shown. So its to be inserted in a separate row form. | |  | | --- | | «TableStart:Other»«PresentAddress»«TableEnd:Other» | | «TableStart:Other»«CityName»«TableEnd:Other» | | «TableStart:Other»«StateName»«TableEnd:Other» | | «TableStart:Other»«PresentPinCode»«TableEnd:Other» | |
| 16 | Permanent Address  Imp point to remember is if the address is not being entered as its not a mandatory field in the application form we need to add the fields in the table rows form so pick the structure and paste in similar way in the letter. Merging the complete address in one row should not be done as if any of the field which is not entered and kept blank then that row should not be shown. So its to be inserted in a separate row form. | |  | | --- | | «TableStart:Other»«PermanentAddress»«TableEnd:Other» | | «TableStart:Other»«PerCityName»«TableEnd:Other» | | «TableStart:Other»«PerStateName»«TableEnd:Other» | | «TableStart:Other»«PermanentPinCode»«TableEnd:Other» | |
| 17 | Company Logo | |  | | --- | | «TableStart:Other»«CompanyLogo»«TableEnd:Other» | |
| 18 | Additional Text (In Offer Letter Screen)  Imp Point as this is not mandatory so in few cases it would be entered rest it will remain blank. So we need to insert the field in the table | |  | | --- | | «TableStart:Other»«AdditionalText»«TableEnd:Other» | |
| 19 | Total Experience | |  | | --- | | «TableStart:Other»«TotalExperience»«TableEnd:Other» | |
| 20 | Reporting Manager Code  Reporting Manager Name  Reporting Manager Designation | |  | | --- | | «TableStart:Other»«ReportingMgrCode»«TableEnd:Other» |  |  | | --- | | «TableStart:Other»«ReportingMgr»«TableEnd:Other» |  |  | | --- | | «TableStart:Other»«ReportingMgrDesignation»«TableEnd:Other» | |
| 21 | Gross Monthly value  Gross Yearly value | |  | | --- | | «TableStart:Other»«GrossNewMonthly»«TableEnd:Other» |  |  | | --- | | «TableStart:Other»«GrossNewYearly»«TableEnd:Other» | |
| 22 | CTC Monthly value  CTC Yearly value | |  | | --- | | «TableStart:Other»«CTCMonthly»«TableEnd:Other» |  |  | | --- | | «TableStart:Other»«CTCYearly»«TableEnd:Other» | |
| 23 | Monthly Payhead values  Imp payhead master for every client will be different so to have the monthly value of any payhead then need to bind using the payheadcode and appening Monthly word against it.  For e.g. (CONVMonthly) so the CONV stands for conveyance and Monthly word appended to it means requires monthly value payhead.  Yearly Payhead values : Just bind the payheadcode will provide the yearly value payhead. | |  | | --- | | «TableStart:Other»«CONVMonthly»«TableEnd:Other» |  |  | | --- | | «TableStart:Other»«CONV»«TableEnd:Other» | |
| 24 | Monthly Payhead in Words  Imp payhead code and \_MInWords would give the value converted to words picking monthly value of that payhead  Yearly Payhead in Words  Imp: Payhead code and \_YInWords would give the value converted to words picking yearly value of that payhead.  \* All the payheads in words (Monthly and Yearly is provided) | |  | | --- | | «TableStart:Other»«CTC\_MInWords»«TableEnd:Other» |  |  | | --- | | «TableStart:Other»«CTC\_YInWords»«TableEnd:Other» | |
| 25 | Candidates Mobile Number | |  | | --- | | «TableStart:Other»«Mobile»«TableEnd:Other» | |
| 26 | Variable Amount (Percentage or Value) | |  | | --- | | «TableStart:Other»«VariableAmt»«TableEnd:Other» | |
| 27 | Job Title | |  | | --- | | «TableStart:Other»«JobTitle»«TableEnd:Other» | |
| 28 | Salary Details if the client is comfortable showing the salary details in any order the we can use the Grouping tables and bind the salary fields. So TableStart:Allowance and TableEnd:Allowance these group will bind all the allowances. Allowances is the payhead name, then monthly and yearly values and if yearly value is not shown in comma format then use yearly 1 would be used. | |  |  |  |  | | --- | --- | --- | --- | | «Allowances» | «AllowanceMthly» | «AllowanceYrly» | «AllowanceYrly1» |   «TableStart:Allowance»  «TableEnd:Allowance» |
| 29 | Grouping all the retirals payheads in one section use the combination shown in the next cell | |  |  |  |  | | --- | --- | --- | --- | | «Retirals» | «RetiralsMthly» | «RetiralsYrly» | «RetiralsYrly1» |   «TableStart:Retirals»  «TableEnd:Retirals» |
| 30 | Grouping all the Deductions payheads in one section use the combination shown in the next cell | |  |  |  |  | | --- | --- | --- | --- | | «Deduction» | «DeductionMthly» | «DeductionYrly» | «DeductionYrly1» |   «TableStart:Deduction»  «TableEnd:Deduction» |
| 31 | Grouping all the Reimbursements payheads in one section use the combination shown in the next cell | |  |  |  |  | | --- | --- | --- | --- | | «Reim» | «ReimMthly» | «ReimYrly» | «ReimYrly1» |   «TableStart:Reim»  «TableEnd:Reim» |
| 32 | Grouping all the Variable payheads in one section use the combination shown in the next cell | |  |  |  |  | | --- | --- | --- | --- | | «VarPay» | «VarPayMthly» | «VarPayYrly» | «VarPayYrly1» |   «TableStart:VarPay»  «TableEnd:VarPay» |
| 33 | Candidates Attribute Details can be used from the Salary Grouping table. The head of the attributes will change client wise so need to pick the attribute description value and bind to the row. For e.g. SubDept is the code and Sub Department is the description then while binding in letter we have to use the description. | |  | | --- | | «Grade» |   «TableStart:Salary»   |  | | --- | | «Designation» |   «TableEnd:Salary» |
| 34 | Employee Code if its at appointment letter stage | |  | | --- | | «TableStart:Other»«EmployeeCode»«TableEnd:Other» | |
| 35 | Employess Date of Joining  For e.g. (January 18, 2017)  Employees Date of Appointment  For e.g. (January 18, 2017) | |  | | --- | | «TableStart:Other»«JoiningDateChange»«TableEnd:Other» |  |  | | --- | | «TableStart:Other»«AppointmentLetterDateChange»«TableEnd:Other» | |

If any field or tag is missing then you can refer the table fields shared earlier and pick accordingly. But client wise changing fields will not be available in the LetterFields.xls as well. Then consult to the technical team. Rest just pick the tag as shown in this document and paste where the dynamic fields are to be appended.