

## Japan RBU

# Guidelines on Using eMemo Templates in Outlook

This document contains the guidelines and procedures to be followed by Japan RBU members in using Outlook email templates when creating and submitting eMemos for approval.

**All eMemos must use ONLY the templates provided in SVN.**

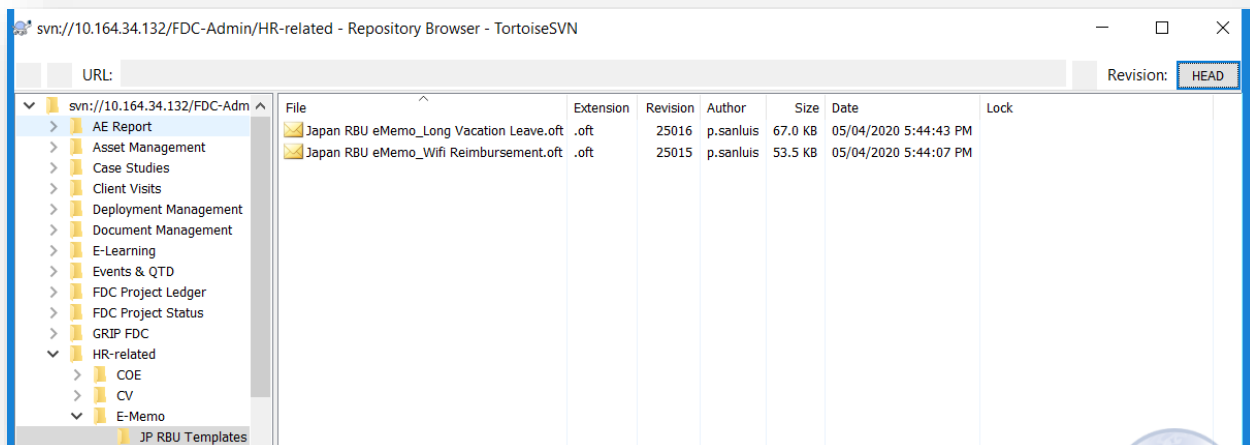
Strictly follow the steps below in saving and accessing Outlook email templates from your local device.

*For any questions/clarifications, please do not hesitate to send us an email.*

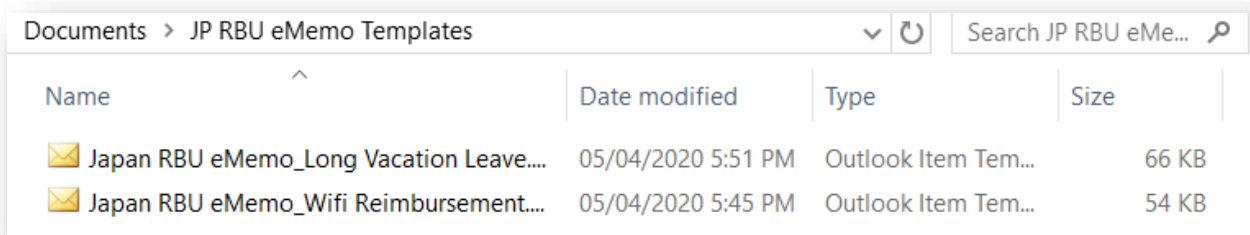
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### How to use eMemo templates in Outlook:

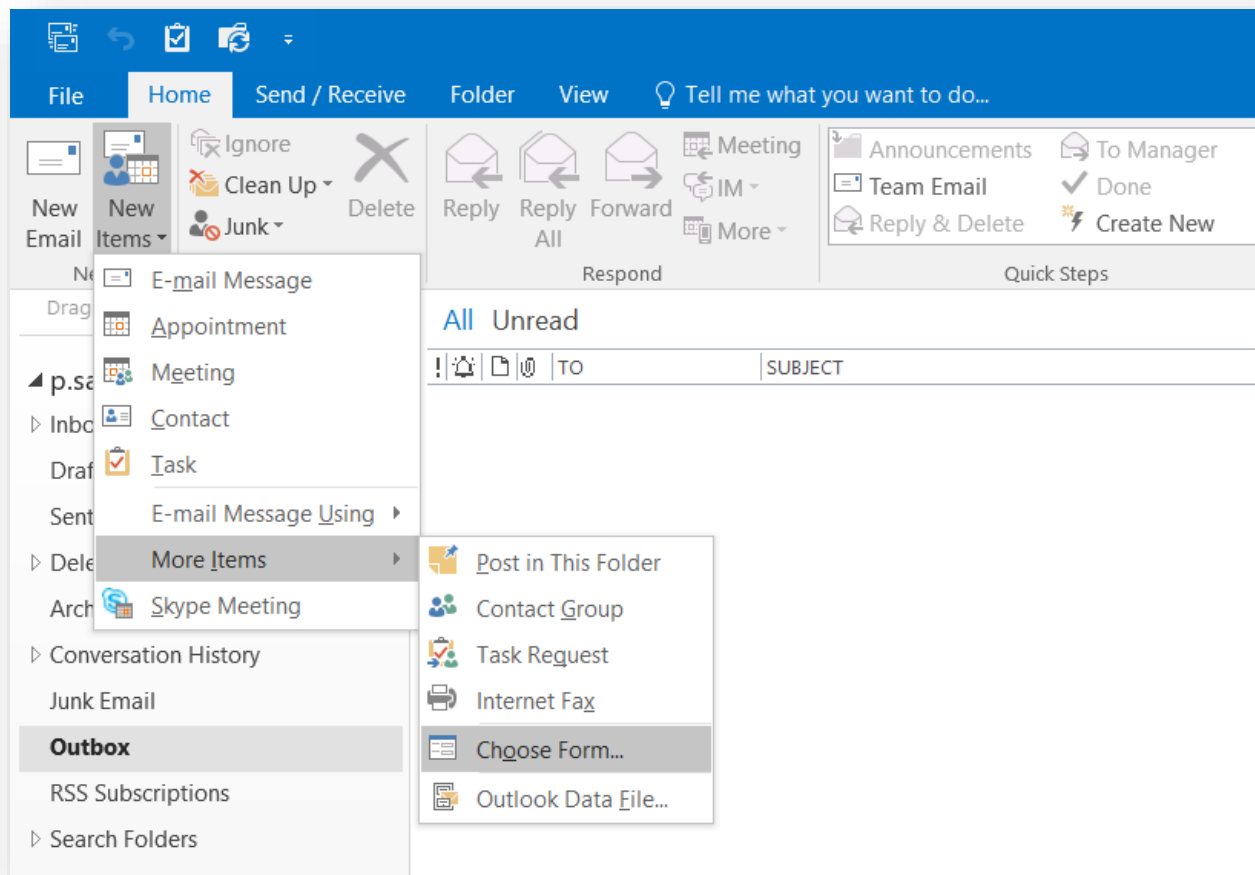
1. Go to the FDC-Admin repository and open the following folder:  
<svn://10.164.34.132/FDC-Admin/HR-related/E-Memo/JP RBU Templates>



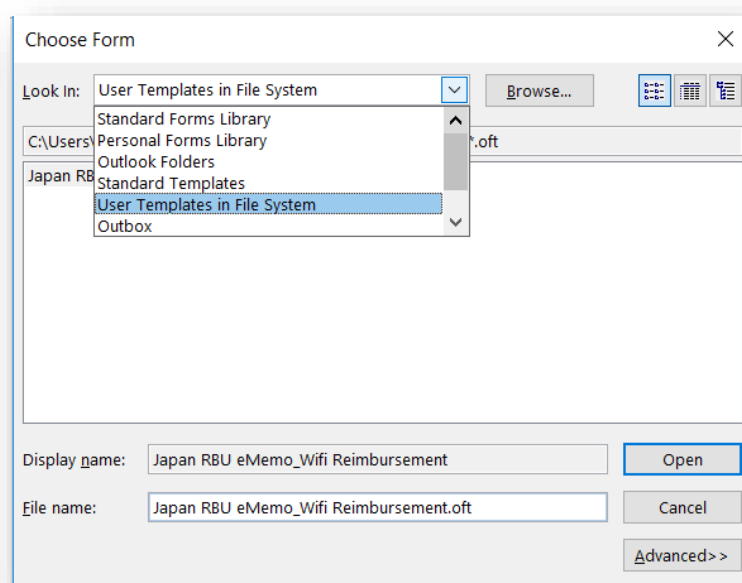
2. Save the available templates in a folder on your computer.



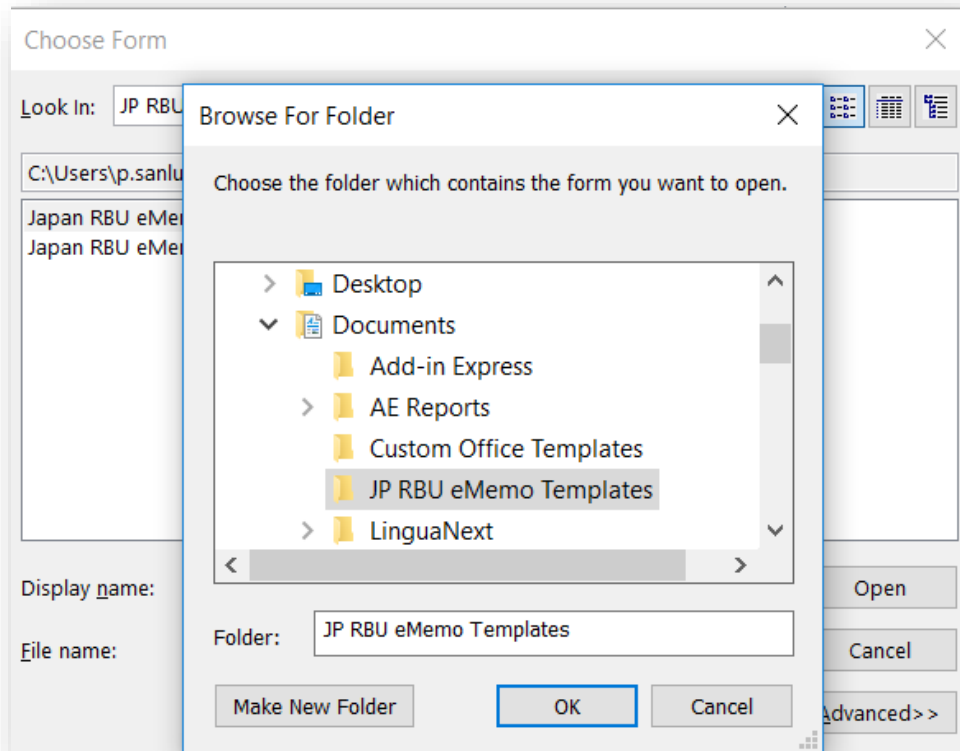
3. To create an eMemo using a template, click New Items > More Items > Choose Form in Outlook.



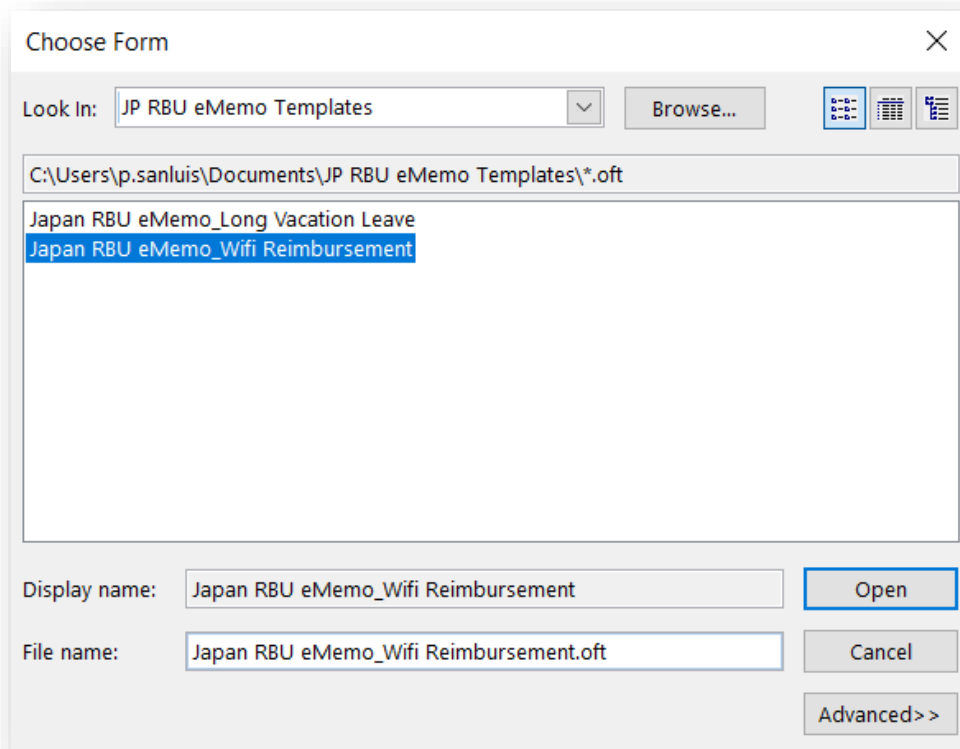
4. In the dialog box, choose User Templates in File System from the dropdown.



5. Click Browse and select the folder where you saved the templates.



6. Open the template that you want to use.



7. Fill out the necessary fields, such as
  - a. Date
  - b. [Memo No.](#)
  - c. Name of Requestor
  - d. Other information needed in the subject and body of the memo

[Japan RBU] eMemo <WS-FDC-Memo\_Number>: Sample eMemo Subject - Messag...

File Message Insert Options Format Text Review Tell me what you want to do...

**i** You added voting buttons to this message.

**To...** ☒ Mabale, Geraldine G.; ☐ Pablo, Ivan G.; ☒ Tan, Justin; ☒ Gregorio, Arlene L.

**Cc...**

**Send**

**Subject** [Japan RBU] eMemo <WS-FDC-Memo\_Number>: Sample eMemo Subject

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**FUJITSU GLOBAL DELIVERY CENTER - PHILIPPINES**  
**WESERV SYSTEMS INTERNATIONAL, INC.**  
**INTER-OFFICE MEMORANDUM**

This document is classified as ☐ Public ☒ Private ☐ Confidential ☐ Secret.

**To:** Executive Office **Date:** <Month> <DD>, <YYYY>  
**Thru:** Geraldine Mabale **Ref. No.:** WS-FDC-<YYYY>-<XXX>  
**From:** <Name of Requesting Member>  
**Copies to:** HR, Finance, Admin  
**Subject:** Sample eMemo Subject

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<Body of Memo>

For your kind consideration and approval.

Requested by:

<Name of Member>  
<Designation, e.g. Application Systems Engineer>  
<Department, e.g. Application Development Manila>, Japan RBU

Noted by:

**Geraldine G. Mabale**  
Deputy Head of PH GDC & Head of Japan RBU

Approved by:

**Ivan Pablo**  
Head of HR

**Justin Tan**  
Head of Finance

**Arlene L. Gregorio**  
Head of PH GDC

8. Attach supporting documents, if any.

9. The eMemo templates already include the primary recipients and tracking/voting settings by default.
  - a. Depending on the memo, you may need to add your respective PM's/OM's as approvers.  
In such cases, make sure to add your PM/OM as recipient/s and to Direct Replies to them as well.
  - b. Do not forget to Direct Replies to yourself as the requestor.

10. After reviewing the contents and recipients, send the eMemo for approval.
11. Once fully approved, save the eMemo with tracking/approval status as PDF.
  - a. Go to File > Print and save the email in PDF format.
  - b. Make sure all the approvals are captured.

Requestor			
<b>From:</b>	Requestor		
<b>Sent:</b>	Monday, April 13, 2020 5:12 PM		
<b>To:</b>	Mabale, Geraldine G.; Pablo, Ivan G.; Tan, Justin; Gregorio, Arlene L.		
<b>Subject:</b>	[Japan RBU] eMemo <WS-FDC-Memo_Number>: Sample eMemo Subject		
<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Mabale, Geraldine G.	Read: 4/13/2020 5:13 PM	Approve: 4/13/2020 5:14 PM
	Pablo, Ivan G.		Approve: 4/13/2020 6:13 PM
	Tan, Justin	Read: 4/13/2020 5:39 PM	Approve: 4/13/2020 5:40 PM
	Gregorio, Arlene L.		Approve: 4/13/2020 9:42 PM