

Letters Of Guaranties — Learning Path

August 3, 2026

Letters Of Guaranties — Learning Path

Learning Paths > Letters Of Guaranties

This learning path is for users who create, review, and maintain letters of guaranties records. You will learn how to create a new record, inspect an existing record, make controlled updates, and validate changes through the available Letters Of Guaranties record screens.

Learning objectives

- By the end of this path you can create a new Letters Of Guaranties record.
- By the end of this path you can review the details of an existing letter of guaranties record.
- By the end of this path you can update an existing record when its information changes.
- By the end of this path you can use view and edit modes appropriately to reduce unintended changes.
- By the end of this path you can complete a basic record-maintenance workflow from creation through review.

Prerequisites

- Access to the Letters Of Guaranties app.
- Permission to create Letters Of Guaranties records.
- Permission to view and edit Letters Of Guaranties records.
- Familiarity with your organization's process for determining the information that belongs on a letter of guaranties record.

Module 1: Create accurate guaranties records

Goal: Build a reliable foundation by creating a new record with the information required by your organization.

Lesson 1.1: Start a new letter of guaranties record

When a new letter of guaranties must be tracked, begin by opening the new-record experience rather than attempting to modify an unrelated existing record. Go to the [New](#) screen and begin the record-creation process. Enter the information required by your organization, review it for completeness, and complete the creation workflow available on the screen.

Practice task: Open the [New](#) screen and create a practice record using approved sample information.

Lesson 1.2: Review a newly created record

After creating a record, verify that it represents the intended letter of guaranties before relying on it in daily work. Open the record in [Letters-Of-Guaranties record](#) and review the displayed information against the source information you used to create it. If something does not match, identify the item that needs correction before continuing.

Practice task: Open your practice record in [Letters-Of-Guaranties record](#) and identify one detail you would verify against the source document.

Module 2: Review records during daily work

Goal: Use the record view to confirm information and make informed decisions without changing data unnecessarily.

Lesson 2.1: Inspect a record before taking action

When you need to confirm the current state of a letter of guaranties, use the view experience first. Open the relevant item in [Letters-Of-Guaranties record](#) and review the information displayed there. This lets you confirm what is currently recorded before deciding whether an update is needed.

Practice task: Open an existing record in [Letters-Of-Guaranties record](#) and determine whether it needs an update based on your sample scenario.

Lesson 2.2: Decide whether to view or edit

Use the view screen when your purpose is verification, reference, or review. Use the edit screen only when you have confirmed that the record needs a change. From

[Letters-Of-Guaranties record](#), review the current details; then move to [Letters-Of-Guaranties record](#) only if you have an approved correction or update to make.

Practice task: For a record you review, state whether you would remain in view mode or proceed to edit mode, and explain why.

Module 3: Maintain records through controlled updates

Goal: Correct and maintain record information while preserving an accurate, reviewable record.

Lesson 3.1: Update an existing letter of guaranties record

When approved information changes or an error is found, update the existing record rather than creating a duplicate. Open the item in [Letters-Of-Guaranties record](#), make the necessary changes, and complete the available update workflow. Limit changes to the information that is supported by the approved source or business process.

Practice task: Open a practice record in [Letters-Of-Guaranties record](#) and make one approved sample correction.

Lesson 3.2: Validate changes after editing

After an update, confirm that the record now reflects the intended information. Return to [Letters-Of-Guaranties record](#) and compare the displayed record with the change you intended to make. If the result is not correct, return to [Letters-Of-Guaranties record](#) and correct it before completing your work.

Practice task: Review your updated practice record in [Letters-Of-Guaranties record](#) and confirm that your sample correction is displayed as intended.

Final assessment

1. A new letter of guaranties must be recorded for the first time. Which screen should you use to begin, and what should you do before completing the creation workflow?
2. You are asked to confirm the currently recorded information for a letter, but you have not been asked to change anything. Which screen should you use, and why?
3. While reviewing a record, you find an approved correction that must be made. What sequence of screens should you use to make the correction and verify the result?

4. A colleague suggests creating another record to correct information on an existing letter of guaranties. What should you do instead when the existing record is the one that needs correction?
5. After updating a record, the change appears different from what you intended. What should you do before considering the task complete?

Answers

1. Use [New](#); enter and review the required information before completing creation.
Why: A new letter requires a new record, and review helps prevent inaccurate initial data.
2. Use [Letters-Of-Guaranties record](#).
Why: View mode supports confirmation and reference without making unnecessary changes.
3. Review the current record in [Letters-Of-Guaranties record](#), update it in [Letters-Of-Guaranties record](#), then verify it again in the view record screen.
Why: This sequence confirms the need for change, applies it, and validates the outcome.
4. Open and update the existing record in [Letters-Of-Guaranties record](#).
Why: Updating the relevant existing record avoids creating a duplicate for the same letter.
5. Return to [Letters-Of-Guaranties record](#), correct the record, and verify it in [Letters-Of-Guaranties record](#).
Why: A record should be validated after correction before the maintenance task is complete.