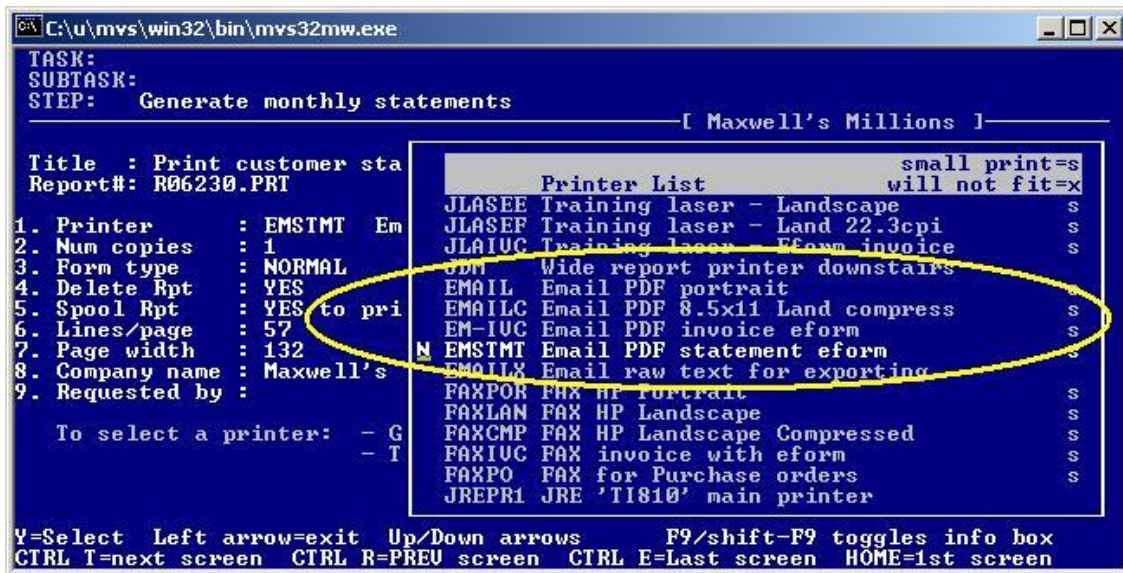


How to send a report as an attachment to email.

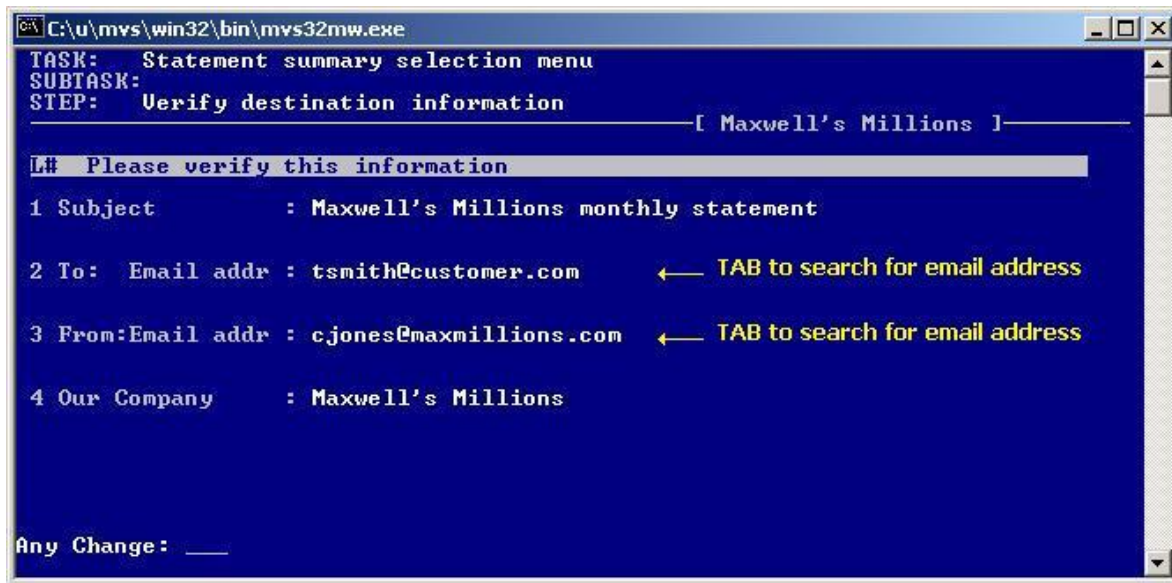
How to send a report as an attachment to email.	1
Step by step instructions.	1
TAB search for Email Address:	2
How to change the default email message.	5
How to save email addresses in memo notes.	6
Frequently asked questions:	7
Can I send the same report to multiple addresses?	7
Can I attach more than 1 report to an email?	7
Am I notified if the email fails?	7

Step by step instructions.

Step 1. Choose the menu task that normally creates the document you want to email.
This could be an invoice, statement or report.



Step 2. When it asks for a printer, choose an EMAIL printer appropriate for the type of document being sent; portrait, landscape, invoice, statement, etc.



Step 3. After the program creates the document the above screen will request additional email information. The cursor always stops at the 1st three fields so you can enter the subject and email addresses.

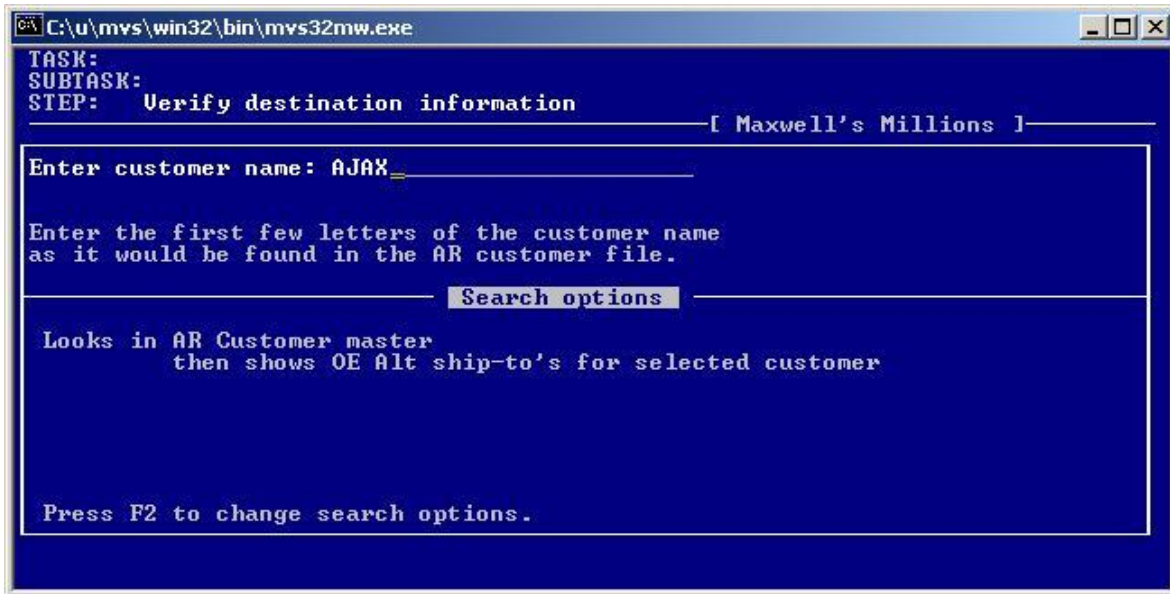
TAB search for Email Address:

You can press TAB at the "To:" and "From: " email address fields (2 and 3) to search by name for email addresses you might have stored in any of the following files:

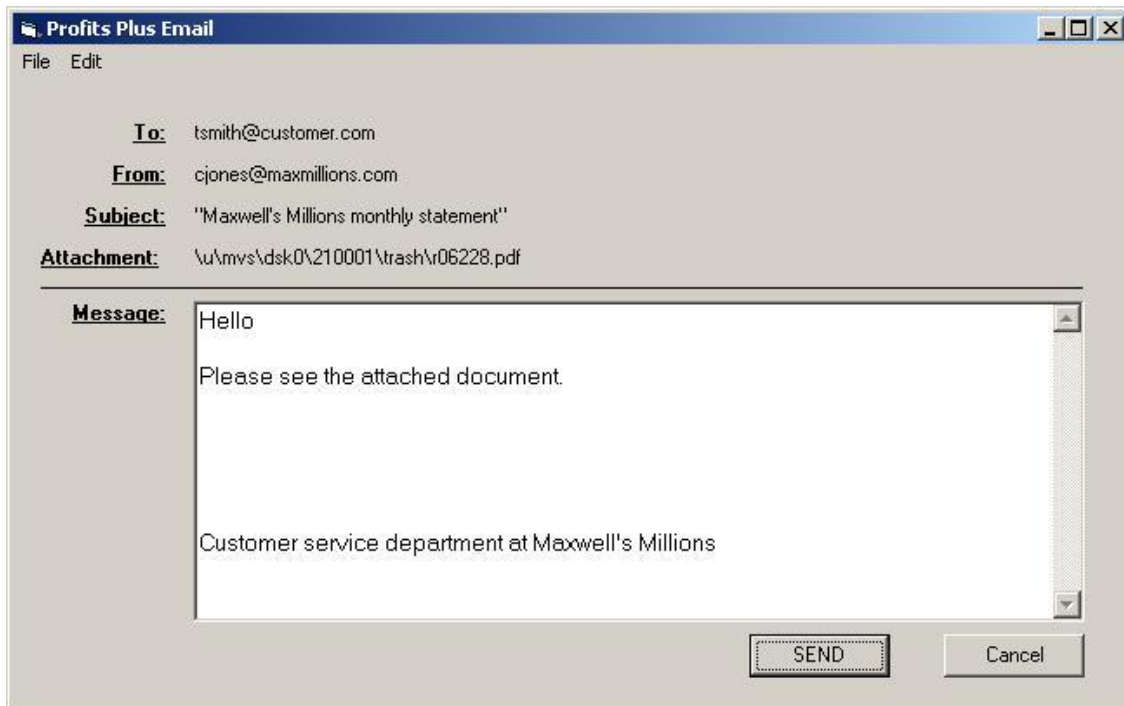
- A/R Customer master and O/E alternate ship-to file
- A/P Vendor master and P/O alternate order-from file
- O/E Salesperson file

The TAB key will search the memo notes of the master files looking for specially entered lines that contain email addresses. If it finds more than one email address in the memo note then it will pop up a window and let you choose one.

See the section on “How to save email addresses in memo notes:” for details on how to correctly enter the email addresses into the memo notes of these master files



A Tab search will display the above screen so you can enter the company name that should receive the email. This example will search the A/R customer master memos for email addresses of individuals within that company, but you could choose a different file by pressing F2 and picking another file from a list.



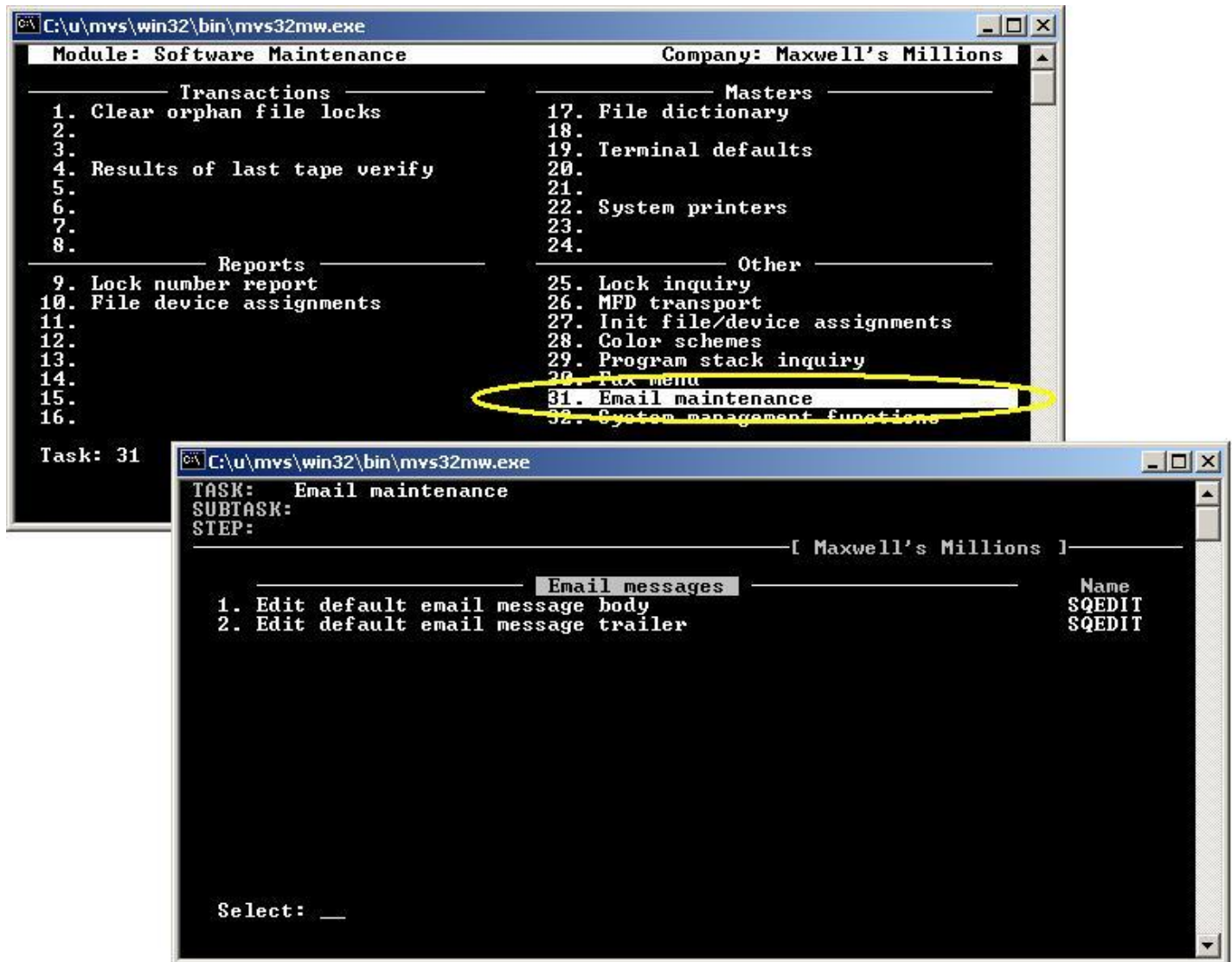
Step 4. After the Subject and email addresses are entered, the program opens the above window so you can type a brief message to the recipient. It starts with a default message which you can edit. You can change the starting default message so every email will always start with the text you want. (See "*How to change the default email message*" on the next page). The filename of the document you created for emailing is shown in the attachment field.

Press the SEND button to send the email.

This is the end of the step by step instructions for sending emails.

How to change the default email message.

The email client lets you compose a brief message to send to the recipient before you press the SEND button. You can edit the starting message for every email in Software Maintenance task # "31. Email maintenance".

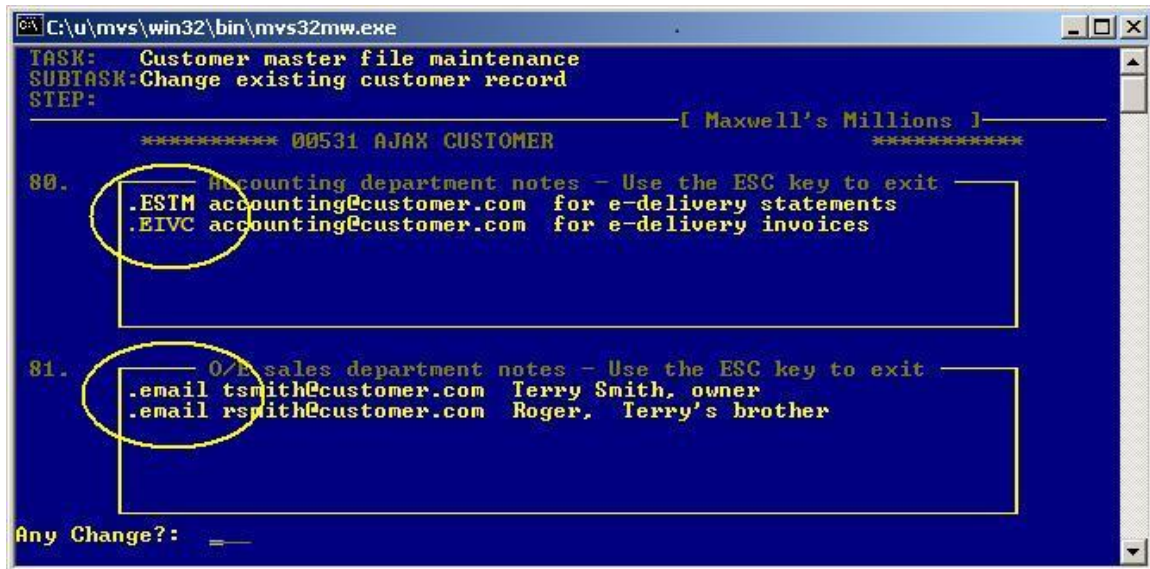


The default message is separated into two sections. The body and the trailer. Choose task #1 to edit the body or choose task #2 to edit the trailer.

How to save email addresses in memo notes.

You can keep email addresses in master files so you can do a tab search for them when sending emails. You can enter searchable email addresses into memo fields of the following master files.

- A/R Customer master
- A/P Vendor master
- O/E alternate ship-to file
- O/E Salesperson file
- P/O alternate order-from file



A memo note line that starts with ".email" or ".EMAIL" will be recognized as an email address during an email TAB search. The e-delivery statement and invoice email memo prefixes (like .ESTM or .EIVC) will also be recognized as an email address. Notice how comments can follow the email address. If multiple email addresses are found then a window pops up during the TAB search to let you select one of them. If a record has more than 1 memo boxes in a record, you can put email addresses in any of them.

Frequently asked questions:

Can I send the same report to multiple addresses?

No. Only 1 email address per report. If you need to send a report to multiple people then send the report to yourself first, and then use your PC email to forward the report to multiple addresses.

Can I attach more than 1 report to an email?

No. Only 1 report per email. If you need to send multiple reports attached to the same email then email them separately to yourself first, then use your PC to compose a new email with multiple attachments.

Am I notified if the email fails?

Yes, failure notifications will be sent back to the email address you entered as the “from” address. This is normally your personal email account.