

9.3 E - Mail

This button provides the function for sending email. This function related some of other buttons in the system so that user can send inquiries directly from the Fast Track or get the recipient lists or address list from the system.

This is done via two methods either directly with Outlook or Simple Mail Transfer Protocol (SMTP). This can be set in company preferences.

The main screen of the E-mail is as follow;

Surname	First Name	Company Name	E-Mail Address (Drag From)
Adams	Tony	Haymans	Hobart.Branch@mmem.com.au
Andrews	Rob	Haymans	Murray_Bridge.Branch@mmem.com.au
Antoniou	Lambross	Haymans	Cairns.Branch@mmem.com.au
Avondale Auckland	Sales	Sylvania Lighting Australasia Limited	slanz@sia.net.au
Azzi	Paul	Haymans	Albury.Branch@mmem.com.au
Barnes	Jack	Haymans	Dendigo.Branch@mmem.com.au
Bartlett	Tony	Haymans	Tony.Bartlett@mmem.com.au
Bassendean	Sales	H.I. Lighting (1984) Pty Ltd	H.I.LIGHTING@onaustralia.com.au
Beecroft	Troy	Haymans	CastleHill.Branch@mmem.com.au

You can narrow the 'Address List' by clicking on the lettered tabs. You can now drag the address book recipients into the Main Recipient List, Carbon Copy or Blind Carbon Copy list shown above. You can drag recipients between each of the recipient lists.

Attachments List (1.)

This window is used to attach files and documents to your e-mail. To populate this list, drag the selected file from the bottom table over to the Attachments List (1.) and drop. Double click to delete a file no longer required.



Text - This button is used for inserting a short message. The message can be up to 1500 characters long.

Recipients List (2.)

Recipients List is where you drop the recipients' addresses. These addresses can be dragged from the Address Book below or entered manually.



To (Primary Recipients) - This button opens the window (if it is not already open) for dragging the recipients' addresses from the Address Book.



Carbon Copy – Click this button to drag an address into Carbon Copy. This is used to e-mail attachments to secondary recipients.



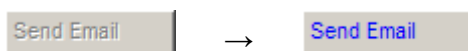
Blind Carbon Copy – Click this button to drag an address into Blind Carbon Copy. This is used to send the same e-mail to recipients whose addresses are not to be revealed to others.



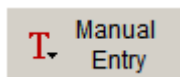
Add Address Manually – This button is for inserting an email address manually. If you want to put the person's name as part of the address, the address and the name has to be separated by comma, e.g. ataddata@bigpond.net.au, Chris Hughes.

Address Book (3.)

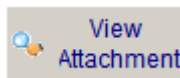
You can narrow the 'Address List' by clicking on the letters. Select and drag the address into the Recipients list (2.), which is located directly above the Address Book (3.).



Once you have added the recipient into the Recipients List (2.), the Send Email button will be automatically activated. Click this button to proceed with sending the message. Once sent, go to the E-Mail Log window, to view a confirmation that the E-mail was sent successfully.



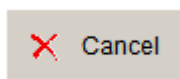
If the recipient is not included in the Address Book you can manually type in the E-mail address by clicking the Manual Entry button.



This allows you to view the attachments with .html file extensions.



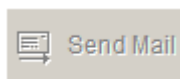
This clears all recipients from the Main, CC and BCC lists.



This cancels the E-mail and closes the window returning to the Estimating Input Screen.



This allows you to attach other files and documents to your E-mail.



Once you have added the text to your E-mail message press the TAB key to activate the send button allowing you to send the E-mail. Once sent you will receive a confirmation that the E-mail was sent successfully and an option to print the E-mail if you require a hard copy. The window will automatically close returning you to the Estimating Input window.

The recipient can view the E-Mail in any HTML browser, such as Internet Explorer. This document can also be opened in Microsoft Word or Microsoft Excel, or any other program that can open an HTML document. The document can then be edited by the recipient and emailed as an attachment back to the sender.

Notes