

SEND EMAIL

MODULE WALKTHROUGH

FEBRUARY 2012

SEND EMAIL

You can now immediately send all HQ-generated reports without opening your mail account. Send it directly from the Headquarter System.

Click Email to bring up the 'Compose Message' screen

Sales Transaction List

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	Date	Time	Branch	TM#	Receipt No	Customer	Cashier	Serviced by	Gross
1	01/20/2012	1253	Main Branch	0001	37		GEOFF Sy		54.46
2	01/20/2012	1256	Main Branch	0001	38		GEOFF Sy		32.68
3	01/20/2012	1257	Main Branch	0001	39		GEOFF Sy		32.68
4	01/20/2012	1308	Main Branch	0001	40		GEOFF Sy		21.79
5	01/20/2012	0119	Main Branch	0003	4	GEOFF Sy	GEOFF Sy		56.00
								TOTAL :	197.61
5 Items									

Send Mail

To:

Cc:

Bcc:

Separate multiple emails with comma (,)

Subject: Sales Transaction List

Attachment: PDF Excel **select which format (some reports do not support Excel)**

Message: Hi,
Please refer to the attached file.
Thanks,
Test Administrator

To send to multiple entries, use comma between each email address. It does not have an address book function yet, so it requires the full email address.

Subject and body text is user-defined.

Upon sending, a confirmation dialog will appear.

Click OK.

