

Email schedule setup

Email schedule setup

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Emailing schedule setup

Set up emailing schedules in the asset. in the asset tracker module for the following functions:

1	Guarantee expiry date
2	Next service date new
3	Registration due date
4	Return date
5	WOF due date

The reminder emails can be sent up to be sent with a number of prior days or on the day.

System Configurati...



Administration

Company Profiles

Defaults

Financial Periods Setup

Backups

Multicurrency

Multilingual

Custom Fields

Reference Values

Custom Period Setup

Imports

Emailing Schedule Setup

Export Schedule

Emailing Schedule Setup

Search

Add

Edit

Delete

Print Grid

Module:

All

Function:

All

No Of Days Prior:

All

Active:

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#	Active	Module	Function	No Of Days Prior	
1	Yes	Asset Management	Guarantee Expiry D...	On The Day	
2	Yes	Asset Management	Guarantee Expiry D...	2 Days Prior	
3	Yes	Asset Management	Next Service Date	7 Days Prior	
4	Yes	Asset Management	Registration Date	7 Days Prior	
5	Yes	Asset Management	Return Date	On The Day	
6	Yes	Asset Management	Return Date	2 Days Prior	
7	Yes	Asset Management	Return Date	7 Days Prior	
8	Yes	Asset Management	WOF Date	14 Days Prior	

Email Schedule Maintenance

Setting up who receives the email

Emailing Schedule Maintenance

Module:Asset Management

Function:Next Service Date

No Of Days Prior:7 Days Prior

Active:☒

Available

#	User Name
1	Acck - Support (malcolm@st
2	Arlecia - van Rooyen (gerrit..
3	Chris - Stone (chris@stormtr
4	Gerrit - van Rooyen (gerrit@
5	Harry - Jones (h.jones@any.
6	Imraan - Salijee (imraan@h.
7	Malcolm - Granville (malcol..

Selected

#	User Name
1	Andrew - Skene (andrew@h...

Save & New

Save & Close

Save

Close

Module	Select the module
Function	Select the type of function Next Service Date
No of Days Prior	How many days prior do you want the report to run
Active	Active or inactive
Available	Users available to send email to
Selected	Selected users receiving the email