

Email Mailing Menu

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Email Mailing List Search

Existing Mailing List

This is where you search for an existing Email Mailing List

Video Training Manual 2016 - [Click Here](#)

CRM Module> Activity> Email Mailing List

The screenshot shows the CRM Mailing List interface. The left sidebar has a red box around the 'Activity' menu item, and another red box around the 'Email Mailing List' sub-item. The main area displays a table of mailing lists with columns for List Name and List Description.

#	List Name	List Description
1	Customers 202312	Customers 202312
2	Internal	Internal
3	Mailing List 2025	Mailing List 2025

List Name	Search for your list-by-list name
Description	Search for your list by description name
Order By	Search for your list by order either by name, description or captured by

Creating and Send Bulk Mail CRM (Debtors)

CRM > Activity > Email Mailing List

- Click on the template that you would like to send out
- Click "**Send Mail**"

The screenshot shows the CRM interface. On the left sidebar, the 'CRM' menu item is highlighted with a red box and a red circle containing the number 1. Below it, the 'Activity' menu item is also highlighted with a red box and a red circle containing the number 2. In the 'Activity' sub-menu, 'Email Mailing List' is highlighted with a red box and a red circle containing the number 3. The main content area is titled 'Mailing List'. At the top of this area, there is a toolbar with buttons for Search, Add, Edit, Delete, Send Mail, Status, and Print. The 'Send Mail' button is highlighted with a red box and a red circle containing the number 4. Below the toolbar, there are input fields for 'List Name' and 'Description', and a dropdown menu for 'Order By' set to 'Name'. Below these fields, there are two tabs: 'Mailing List' and 'History'. The 'Mailing List' tab is active, showing a table with the following data:

#	List Name	List Description
1	chrislist	has chris email
2	MG List	MG List
3	MG List 1	MG List 1
4	new	new customers
5	PD List	Newsletter
6	WebClient	WebAccounting

The below screen will open.

- Choose a **Letter Template** from the drop-down menu to determine the content of your outgoing message.
- Select a **Mailing List** using the "List Selection" drop-down to specify your email recipients.
- **Manage Attachments** by double-clicking an item to move it between the "Available Attachments" and "Selected Attachments" sections. Double-click again to remove it if needed.

Attachment

Letter Template:

Last Orders

View Letter

Subject:

Final Order Dates for 2025 + Holiday Closure Notice

List Selection:

Internal

Other Lists

Activate BCC:

☐

Available Attachments

Move Selected

Move All

#	Name	Uploaded	Size
1	OCTOBER 2024 Issues #01 (3).pdf	2025-11-19	1.4 MB

Selected Attachments

Move All

Move Selected

#	Name	Uploaded	Size
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Save

Process

Close

Attachment	Here you can upload any attachment you would like to send out with your email
Letter Template	Select your email template from the drop-down menu
View Letter	Click to view the Template you have selected
Subject	The Subject line should auto populate with the description from when you created the template
List Selection	Select the list of contact you wish to send the letter too.
Other Lists	By clicking Other Lists, you can add multiple contact lists to send the mail out too.
Activate BCC	
Available Attachments	These are the attachments that have already been uploaded and available for selection.
Selected Attachments	These are the attachments that have already been selected to be sent out with the email.
Save	By Clicking Save you will save all the setting you have created and selected
Process	By clicking Process your letter will be emailed out

To add an attachment:

- Click "**Attachment**" and the below screen will open
- Click "**Upload**" or drag and drop your attachment in the "**Drag & Drop**" box

Attachments / Links

Attachments

Linkit

Upload

Drag & Drop

Edit

View

Delete

Email Self

Download

Download All

Allow Email

View Attachments

Page 1 of 1

Remove Paging:

Displaying 1 - 1 of 1

Drag & Drop

Preview

#	Name	Description	Email	Type	Uploaded
1	OCTOBER 2024...	OCTOBER 2024 Issues #01 (3)	No	Image	2025-11-19 09:33:19

Drop files here to upload
OR
click to open file browser

Mail Chimp

Mail Chimp Email Out

Video training manual 2019 - [Click Here](#)

Webatar > Activity > Email Mailing List

In Huge ERP we allow for email mailing list to be exported and imported to mail chimp.

Having created a central database in your customer setup files, you can create different mailing lists for targeted markets.

You can use the web accounting system to email out to the clients as a bulk email out, however this is not as effective as MailChimp.

Web accounting can send out the mailing list with attachments, but we do not keep a record of whether the recipient has read the Mail, opened it and whether that email address is valid.

While MailChimp has all these advanced features, we have added a function to export to MailChimp.

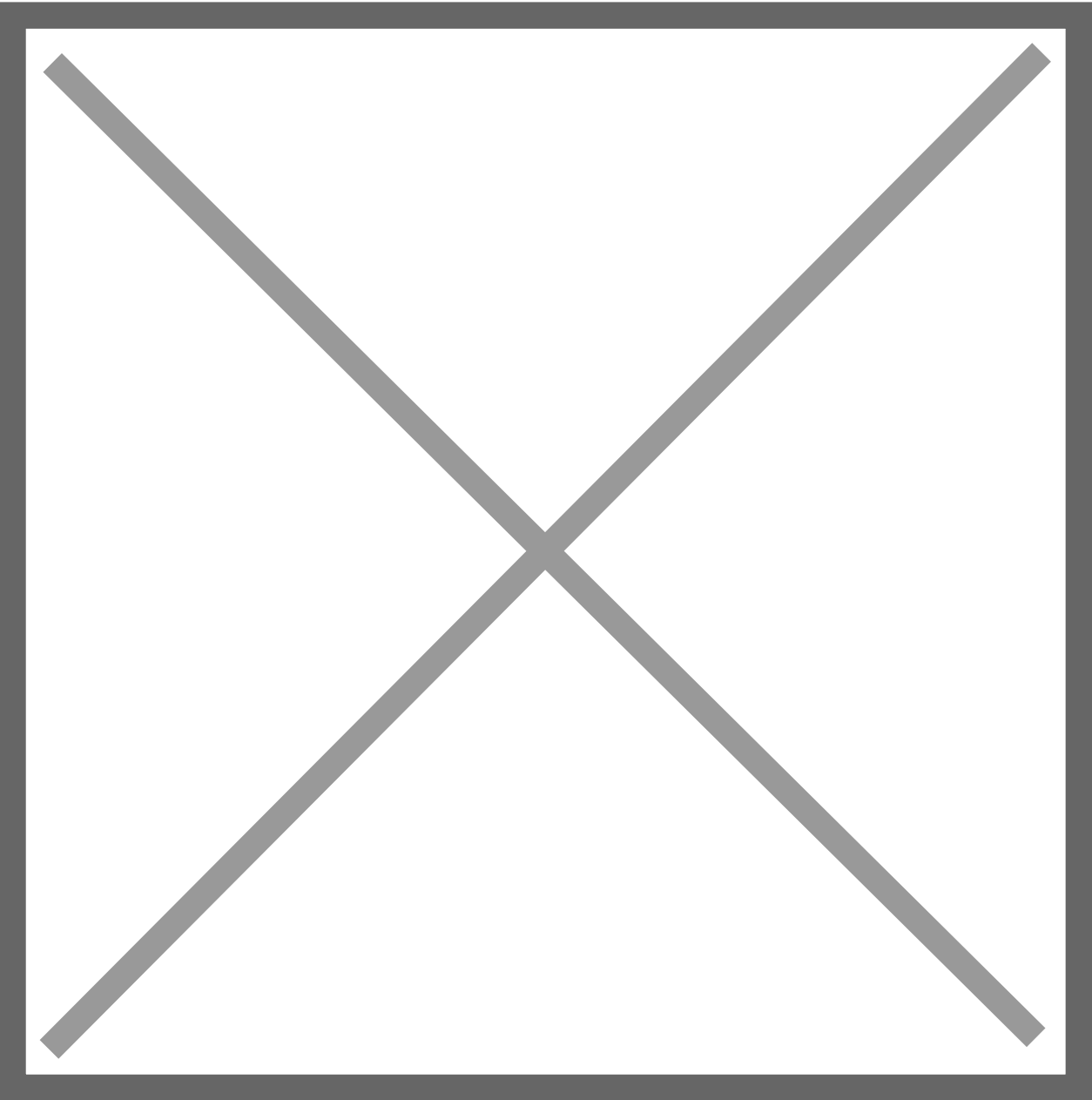
The exported file will have the name, surname, email address and the list name which you can use as a tag in MailChimp to email out.

When you export out, check your file first to make sure that it is comma delimited and not semi colon delimited.

Open the file app in notepad and replace all semi colons with commas.

Log into your Mail chimp profile and import your new list. This will update existing email addresses and put a tag against those customers.

MailChimp allows for multiple tags.



Creating Debtors Email Mailing List

CRM Module> Activity> Email Mailing List

- Click "**Add**"

The screenshot displays the CRM Mailing List interface. On the left, the 'Activity' menu is visible, with 'Email Mailing List' highlighted. The main area shows the 'Mailing List' form, which includes a search bar, an 'Add' button (highlighted with a red box), and fields for 'List Name' and 'Description'. Below the form, there is a table of existing mailing lists.

#	List Name	List Description
1	chrislist	has chris email
2	MG List	MG List
3	MG List 1	MG List 1
4	new	new customers
5	WebClient	WebAccounting

- Add the Mailing **List Name** and a **Description**
- Click "**Save**"

View Support Request Details

Save Add Bulk Add Remove Remove All Export to MailChimp Close

List Name: PD List Description: Newsletter

Page 0 of 0 Remove Paging: No data to display

#	Debtors Name	Contact Name	Email Address	Category
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Click Save a new window will open

Here you can start adding your contact for the mail.

- Click "**Add**"

View Support Request Details

Save Add Bulk Add Remove Remove All Export to MailChimp Close

List Name: PD List Description: Newsletter

Page 0 of 0 Remove Paging: No data to display

#	Debtors Name	Contact Name	Email Address	Category
---	--------------	--------------	---------------	----------

1. Use the filters to limit your search results
2. Click "**Search**" - The contacts grid will populate with Contacts
3. Either double click on the contact you want to add to the Selected column or use the Arrows to move these contacts over.
4. Click "**Close**" when you are happy with your list

Mailing List Close

Search 2

Search **Debtors Custom Fields** **Contact Custom Fields** **Support Task**

Contact Type: Debtors 1

Category:

Debtors:

Contacts

Page 1 of 1 Displaying 1 - 21 of 21

Debtors Name	Description	Email Address
ABC0010 - ABC Co...	Chris .	chris@erpsolutions...
NEW-6 - Wellness c...	Hamish Draw	H@M.co.za
SAM001 - NZ Metal	Jenny Hopes	amanda@sametals...
MG NEWCo - MG N...	Joe Soap	email@email.com
ABC0010 - ABC Co...	John Doe	malcolmwgranville...
MAK01 - Makoya Su...	John Peter	stephen@makoyagr...
NEW-16 - The Netw...	John Snow	John@network.com
NEW-40 - Print Com...	John Smit	John@print.co
TRA001-5289 - Trad...	John Smith	john@tradeup.com
MAK01 - Makoya Su...	M G	M@G.co.za
NEW-61 - Malcolm G	Malcolm G	Malcolm@hugesoft...
PRO001 - Promains	Nick Winchester	nick.winchester@tri...

Selected

Page 1 of 1 Displaying 1 - 1 of 1

Debtors Name	Description	Email Address
ABC Company	Chris .	chris@erpsolutions.c...

3

Close

Contact Type	Select the Contact Type you wish to add contact from (Debtors, Prospects, Opportunities, Users, Employees) These may be different depending on what has been setup.
Category	Select the Category you would like to add contact from, these will also depend on what has been setup (Purchasing, Sales, Marketing, Finance, Executive)
Debtors	Select one debtor to add to your mailing list

When you click "**Close**", you will see your mailing list that you created in the list and will be available for selection when you have a mail to send out.

CRM




Configuration +

Activity -

Debtors Activity

New Quote

Creditors Activity

Bookin

Reminder

Mailing List

Search

Add

Edit

Delete

Send Mail

Status

Print

List Name:
Description:

Order By:

Mailing List

History

Page 1 of 1
Remove Paging: ☐

#	List Name	List Description
1	chrislist	has chris email
2	MG List	MG List
3	MG List 1	MG List 1
4	new	new customers
5	PD List	Newsletter
6	WebClient	WebAccounting

From here you can double click to open the list to make any changes needed.

Save

Add

Bulk Add

Remove

Remove All

Export to MailChimp

Close

List Name:
Description:

Page 1 of 1
Remove Paging: ☐
Displaying 1 - 21 of 21

☐	#	Debtors Name	Contact Name	Email Address	Category
☐	1	ABC Company	Chris .	chris@ersolutions.co.nz	
☐	2	ABC Company	John Doe	malcolmwgranville@gmail.com	
☒	3	Hair rise one	Paul Mul	hairriseone@example.com	
☐	4	MG New Company	Joe Soap	email@email.com	
☐	5	Makoya Supply Chain Pty Ltd	John Peter	stephen@makoyagroup.co.za	
☐	6	Makoya Supply Chain Pty Ltd	M G	M@G.co.za	
☐	7	Makoya Supply Chain Pty Ltd	Peter John	P@J.co.za	
☐	8	Malcolm G	Malcolm G	Malcolm@hugesoftware.co.za	
☐	9	Mitre 10	Paul Ham	Paul@123.co.nz	Finance

Save	Click Save to save any changes made
Add	Click Add to add a contact that may have been missed
Bulk Add	Click Bulk Add to add a bulk amount of Contact to the mailing list (Maybe from a different Contact Type or Category.)
Remove	Highlight the line you want to remove by clicking on the line and clicking Remove.
Remove All	Click Remove All if you want to delete all contacts in the mailing list

Export to Mail Chimp	Click Export to Mail chimp to create this mail list in Mail Chimp.
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Bulk Add

You can add an Email mailing list in bulk or by group like all debtors or creditors.

- Click "**Bulk Add**" and the below screen will open
- By using the filters, you can create a quick mailing list

Add Bulk

List Type: Debtor Sales Rep: All

Division: All Region: All

Currency: All Status: All

Account Manager: All Pricing Level: All

Acc Terms: All Debit Order: ☐

Billing Group: Category:

Item:

Item Inv Date From: 2023-06-01 Item Inv Date To: 2023-09-30

Add Cancel

List Type	Select the list type you would like to add from (Debtors, Prospect, Opportunities)
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
Currency	If you are using multi-currency you can select it here
Account Manager	You can pull the report for all your debtors, or you can select a specific Account manager from the drop-down menu if you have set up Account Managers for your debtors.

Acc Terms	You can filter for specific Account Terms (30 Days, 60 Days, 90 Days etc.)
Billing Group	If you have billing groups like, Subscriptions, you can pull a report for these specific groups, or you can pull a report that will include all transactions.
Item	You can filter for Debtors/Customers who have purchased a specific inventory item
Item Inv Date From / Item Inv Date to	You can select the date range you want to filter for of a specific inventory item that has been purchased
Sales Rep	If you want to run a report by a specific sales rep, then you will need to select the sales rep on the drop-down menu. If you leave the sales rep on all the report will run by all sales rep.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu
Pricing Level	You can filter for specific Pricing Levels (In Season, Out of Season, Specials)
Debit Order	Tick the box if you would like to filter for Debit orders
Category	To generate the report, the user has to select the category from the drop-down menu