



Dynacom Extension Module

Mass Email

Version 1.0.0 - 27-04-2005

OBJECTIVES

This extension module allows you to send emails with multiple attachments to either a large group of customers or suppliers or to specific customers and suppliers according to their language of communication. The emails can be sent out without limits on the number of recipients for each message.

BASIC REQUIREMENTS

Internet

- Internet high speed connection

Software

- Outgoing mail server (SMTP)

Accounting

- Dynacom Accounting Platinum Edition
- Platform : 2.0.210

ACCESSIBILITY

The Dynacom extension module Mass Email is accessible from the Tools menu in Dynacom Accounting.

OVERVIEW

Sender

Specify the name which will be displayed as the sender in the customers and suppliers inbox.

Recipients Category

This feature allows you to choose the recipient type to show in the Quick Search after clicking the **Select** button.

Language

This option allows filtering customers and suppliers by their communication language specified in each of their file. In other words, when you show the Quick Search by clicking the **Select** button, only the customers or the suppliers whose communication language corresponds to the language selected in the drop-down list will be displayed.

Select

This option allows showing the Quick Search by **Recipient Category** and **Language** specified in each drop-down list. Customers or suppliers will automatically be added in the **Recipient** field and each email address will be separated by a comma.

Recipients

This field contains the recipients to which the email will be sent. This list can be populated manually or automatically by clicking the **Select** button or by choosing one or more recipients in the list.

Note: All recipients must be separated by a comma.

Attachments

Select an attachment to add to the email by using the **Add** button.

Subject, Message

In the Subject and Message boxes, type the subject and a message for your email message.

Date and time of last send

This field indicates the date and time of the last mass email sending.

Note: This information is reinitialized at each window closing.

Clear

This option allows erasing all of the information entered in the window fields except for the **Sender** field. By default, the drop-down list **Recipients Category** is reset to the **Customers** option and the drop-down list **Language** to the **English** option.

Send

This option sends the current email message to all defined recipients.

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