

#### Property Management Solutions for Over 30 Years

#### Overview

Any report, statement, work order, or letter that can be published can be emailed as a PDF document. It is done through the Internet Publishing function.

First you must set up the outgoing email settings under Internet Publishing, Advanced tab, Email Settings. These are the settings from the email account on your computer. To see them go to your email program, edit the account settings. Find the following:

SMTP Server Port Number User Account Enable SSL Password	Change E-mail Account Internet E-mail Settings Each of these settings are	required to get your e-mail account	working.
	User Information Your Name:	PROMAS Help Desk	Test Account Settings After filling out the information on this screen, we recommend you test your account by clicking the
Internet E-mail Settings		promascentral@gmail.com POP3 pop.gmail.com smtp.gmail.com promascentral ******* Remember password Password Authentication (SPA)	Test Account Settings
Delivery Leave a copy of messages on the server Remove from server after 10 days Remove from server when deleted from 'Deleted Items' OK Cancel			More Settings

Enter the pertinent information from your email program in outgoing email settings under Internet Publishing, Advanced tab, Email Settings.

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# SERV<u>ER tab</u>

Publishing Manager 6 2017.3 Build 3		
Email Settings		
Server Quota Document		
O	Outgoing Email Server Settings	
SMTP Server	smtp.gmail.com	(e.g. smtp.myisp.com)
Port Number	587	
Email Account	promascentral@gmail.com	Send Test Email
SMTP Username	promascentral@gmail.com	Change Password
Enable SSL/TLS	$\checkmark$	
SMTP Authorization	$\checkmark$	

Some ISPs (Internet Service Providers) may have limits on how many emails can be sent at a given time. If that is the case, use tab 2 to set those limits.

## **QUOTA** tab

<b>R</b> Publishing Manager 6 2015.4 Beta 6		
<b>Email Settings</b>		
Server Quota Document		
I	Email Quota Settings	
Limit for Time Period	600	emails
Time Period	Hourly ~	
Pause after every	25	emails
Wait for	30	seconds

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## Document tab

Ima	II Sel	ttings					
Server	Quota	Document					
			Email Document Settings				
	Ad	ditional Recipients	CC to additional recipients	¥			
	CC to ac	Iditional recipients	;		]		
		Reply To	Reply to email	~			
		Reply to emai	support@promas.com		]		
		Subject	: []		]		
	External	HTML email body	/		5.		Brow
		Body	/				
			6				

Additional Recipients: choose to send to original email and the cc email or only to the email address entered in the cc box

CC to additional recipients: enter email address of anyone to cc on emails sent - possibly a property manager.

Reply To: choose Reply to Email or Reply to and Overwrite Email

Reply to email: enter the email address you want the recipients to reply to.

Subject: enter subject you want on the emails. We suggest a generic subject so you don't have to change it each time.

External HTML email body: browse to find an HTML file created outside of PROMAS that you want to use.

If you get error messages while testing, see our How to Document #727-Email error messages.

The email settings that you enter here are stored in the Rpromas\Data\Upload folder on the computer that contains the data. They are in a file named *Publishing Setting.cfg.* 

## If you only want to email, not publish to PROMAS Central:

In Internet Publishing, Advanced tab, Publishing Setup, set the Publishing Method to Direct Email.

Last Published	01/06/14 13	
Publishing Method	Direct Email	•
Default Monthly Owner Statement		> 🕞
Annual Owner Statement	YEAR END: Owner's Year End Statement	> 2
Default Tenant Monthly Statement		> 🕞
Annual Tenant Statement		<b>&gt;</b> 🔁

## To email reports

Go to Reports and highlight the report.

Click Run Highlighted Report. Enter any selection criteria.

Click Publish.

The resulting output is placed in the Upload folder and appropriately named for the recipient.

## To email statements

Go to Mailings, Statements. Click Run. Enter any selection criteria. Click Publish. The resulting output is placed in the Upload folder and appropriately named for the recipient.

## To email work orders

Go to Maintenance, Work Order History. Find the work order and highlight it. Click Edit. Click Print. Unmark File Copy. Click Publish. The resulting output is placed in the Upload folder and appropriately named for the recipient.

# Send Email

When all the documents you want to email have been placed in the Upload folder: Go to Internet Publishing.

Check the information under Connection Status.

000	ic Publish Details Advanced	
	Publish	Upload Manager
	Email Documents	Owner Statement Message
	Backup and Publish to Promas Central	Tenant Statement Message
	Server Control Panel	Logon
	Connection Status	
	Not Logged On	
	Jpload Documents Will Be Included When You Public	
	Owner Statement Generation Will Be Included When	
	Fenant Statement Generation Will Be Included When Jpload Activity Is Not Scheduled	You Publish
	Spidad Activity IS NOT Scheduled	
	Close of Business Monday April 5, 2021	

If Owner Statement Generation or Tenant Statement Generation is scheduled ("Will Be Included When You Publish"), and you don't want to publish those, go to the Publish Details tab and unmark the appropriate checkbox.

Int	terne	t Publishing
Ba	sic	Publish Details Advanced
	~	Generate Owner Statements
	~	Generate Tenant Statements
7		

Then go back to the Basic tab and click Email Documents.

Click Start in the Publishing Manager if not automatic.

When the documents have been successfully emailed they will be deleted from the Upload folder.

Interne	t Publishing
Basic	Publish Details Advanced
	Publish
	Email Documents
	Backup and Publish to Promas Central
	Server Control Panel

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