## 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
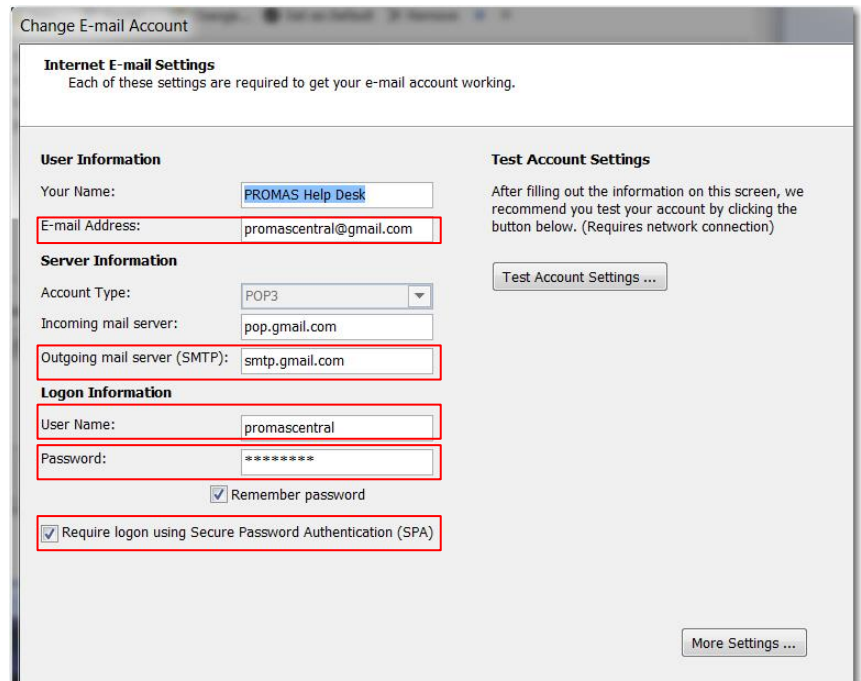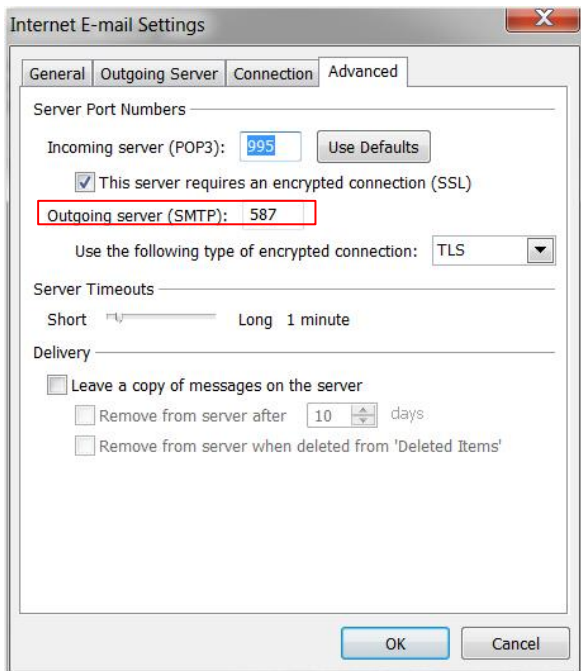


Enter the pertinent information from your email program in outgoing email settings under Internet Publishing, Advanced tab, Email Settings.

**SERVER tab**



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**

**Document tab**



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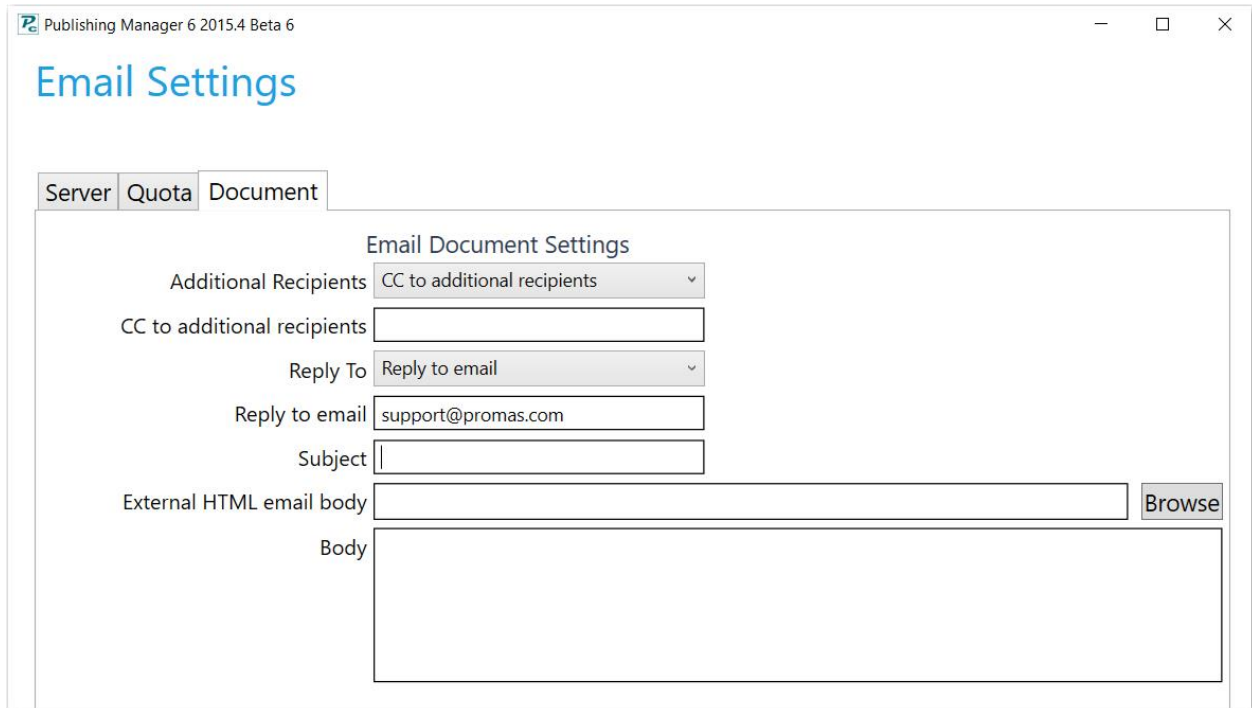
External HTML email body: browse to find an HTML file created outside of PROMAS that you want to use.

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.
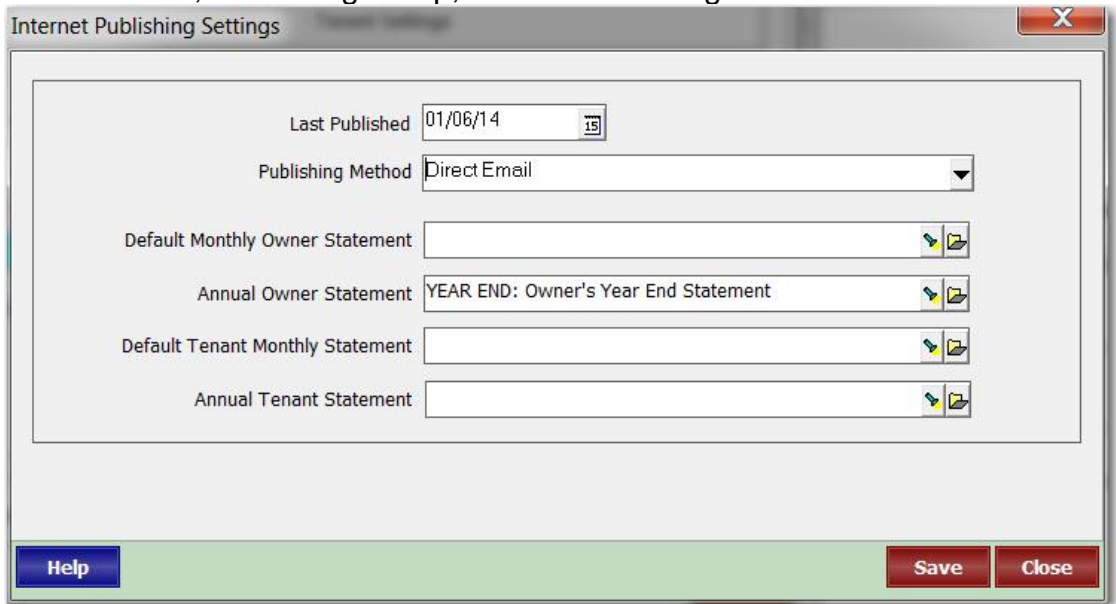


**To email reports**
Go to Reports and highlight the report.
Click Run Highlighted Report. Enter any selection criteria.
Click Publish.
The resulting output is placed in the Upload folder and appropriately named for the recipient.

**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.
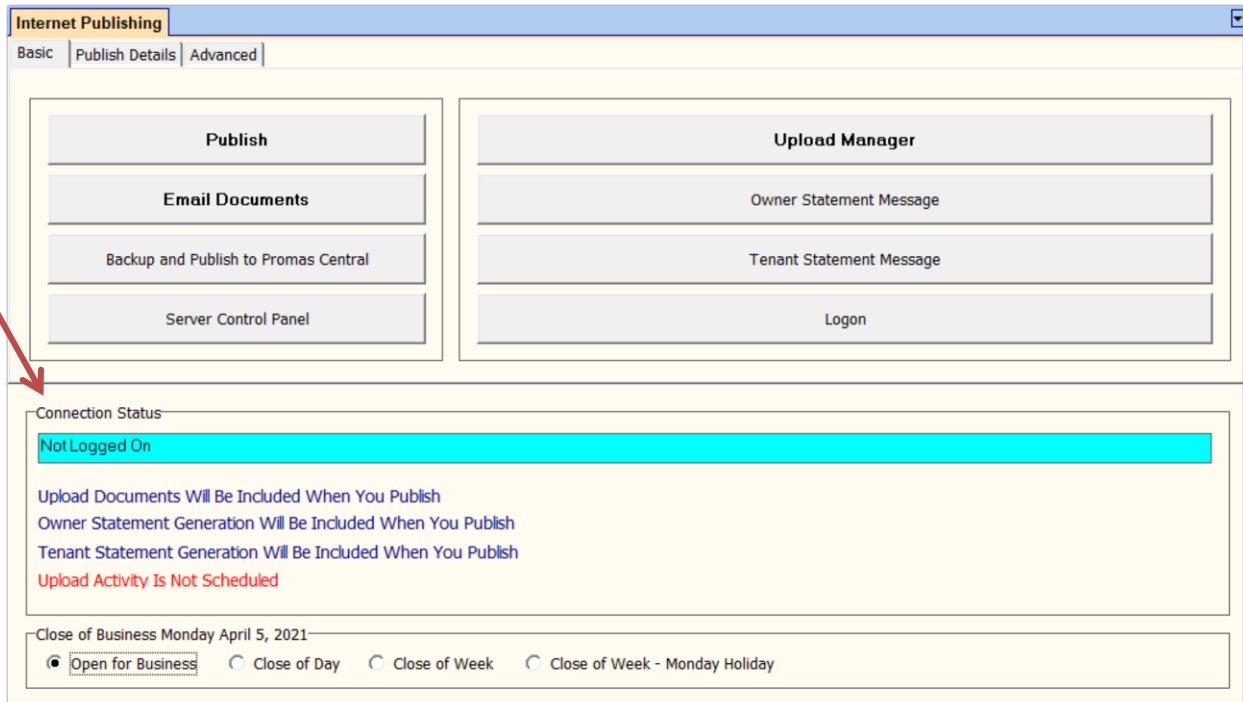Find the work order and highlight it. Click Edit.
Click Print. Unmark File Copy.
Click Publish.
The resulting output is placed in the Upload folder and appropriately named for the recipient.

## 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.



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.
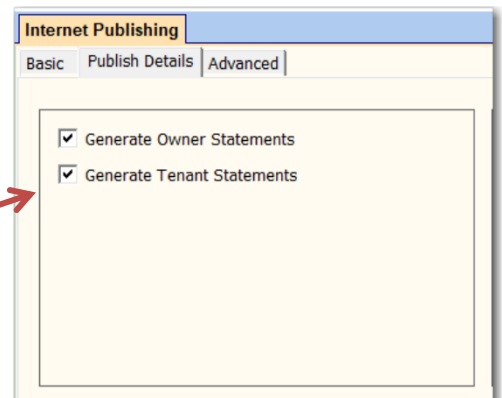


Then go back to the Basic tab and click Email Documents.

Click Start in the Publishing Manager if not automatic.

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



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