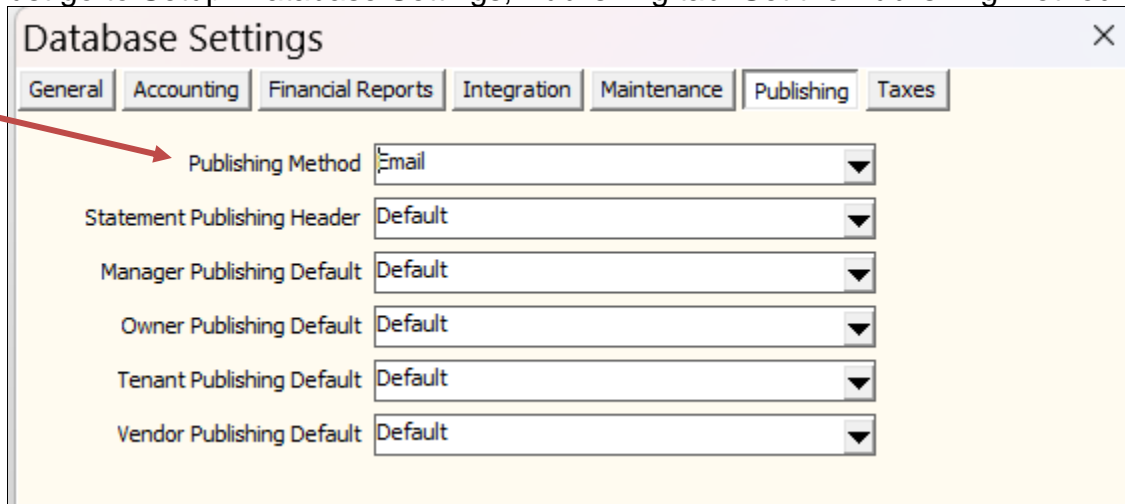


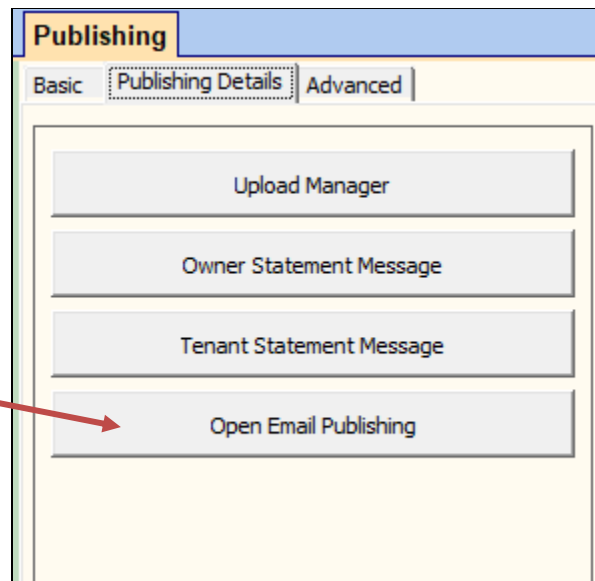
Overview

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 go to Setup>Database Settings, Publishing tab. Set the Publishing Method to Email.



Then go to Publishing to set up the outgoing email settings. Click on the Publishing Details tab, then Open Email Publishing.

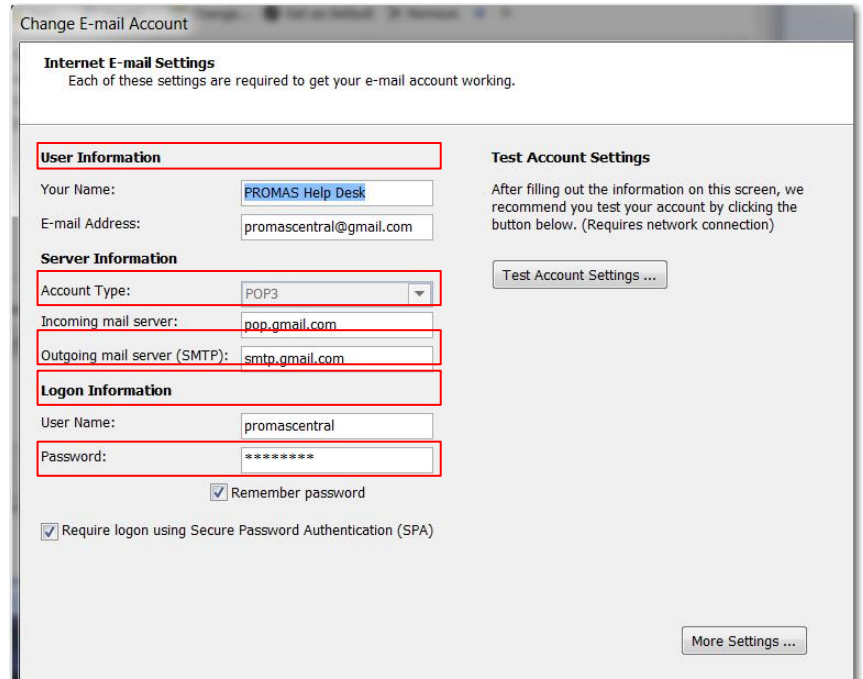
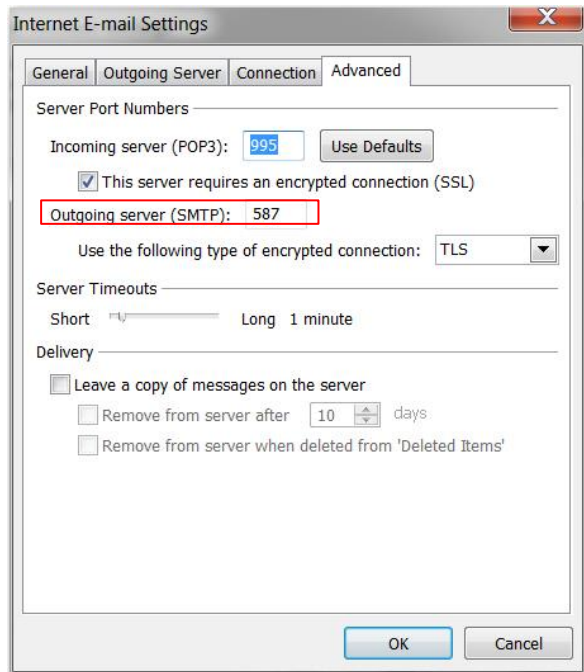


Click on Email Settings.



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 Email Settings.

SERVER tab

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Email Settings

Server Quota Document

Outgoing Email Server Settings

SMTP Server (e.g. smtp.myisp.com)

Port Number

Email Account

SMTP Username

Enable SSL/TLS

SMTP Authorization

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

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Email Settings

Server Quota Document

Email Quota Settings

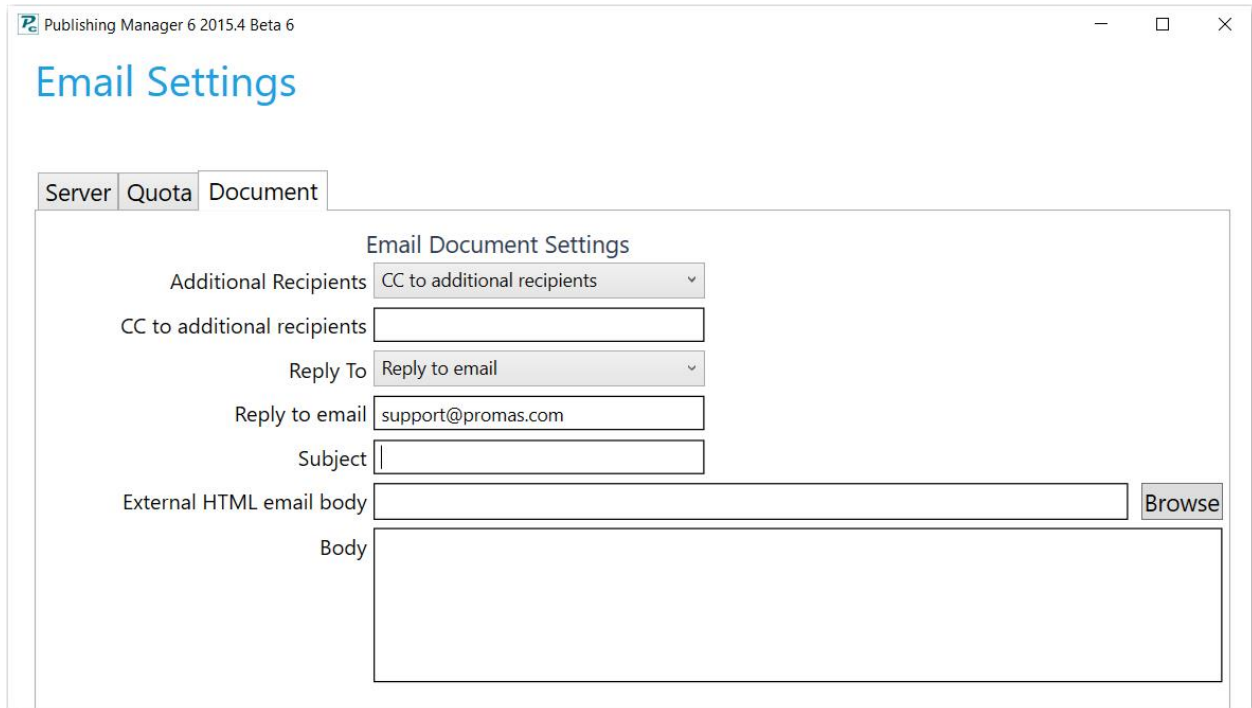
Limit for Time Period emails

Time Period

Pause after every emails

Wait for seconds

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\LL12_Database \LL12_Legacy folder on the computer that contains the data. They are in a file named *Publishing Setting.cfg*.

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 Publishing. Click the Publishing Details tab and the Open Email Publishing button.

The screenshot shows the 'Publishing' section with the 'Send Documents To Email' tab selected. The 'Publishing Details' sub-tab is active. On the left, there is a vertical list of buttons: 'Upload Manager', 'Owner Statement Message', 'Tenant Statement Message', and 'Open Email Publishing'. On the right, there are several checkboxes and radio buttons. The 'Transmit Activity' and 'Generate Owner Statements' checkboxes are checked. The 'Generate Tenant Statements' checkbox is unchecked. Below these, there are radio buttons for 'Open for Business' (selected), 'Close of Day', 'Close of Week', and 'Close of Week - Monday Holiday'.

Then click Email Documents.

This screenshot is similar to the previous one but shows the 'Basic' sub-tab selected. A red arrow points to the 'Email Documents' button in the left-hand menu. The right-hand panel now contains two buttons: 'Email Settings' and 'Open Upload Folder'.