Mass Mail Demo

Configure F12

Company: **Checking**

Accounting Features

General		Invoicing	
Integrate Accounts and Inventory	? **Yes**	Allow Invoicing	? **Yes**
Income/Expense Statement instead of P & L	? **No**	Enter Purchases in Invoice Format	? **Yes**
Allow Multi-Currency	? **No**	Use Debit/Credit Notes	? **No**
		Use Invoice mode for Credit Notes	? **No**
Outstandings Management		Use Invoice mode for Debit Notes	? **No**
Maintain Bill-wise Details	? **Yes**		
(for Non-Trading A/cs also)	? **No**	**Budgets & Scenario Management**	
Activate Interest Calculation	? **No**	Maintain Budgets and Controls	? **No**
(use advanced parameters)	? **No**	Use Reversing Journals & Optional Vouchers	? **No**
Cost/Profit Centres Management		**Other Features**	
Maintain Payroll	? **No**	Enable Cheque Printing	? **Yes**
		Set/Alter Cheque Printing Configuration	? **No**
Maintain Cost Centres	? **No**	Allow Zero valued entries	? **No**
Use Cost Centre for Job Costing	? **No**	Maintain Multiple Mailing Details for Company & Ledgers	? **No**
More than ONE Payroll / Cost Category	? **No**	Set/Alter Company Mailing Details	? **No**
Use Pre-defined Cost Centre Allocations during Entry	? **No**	Enable Company Logo	? **No**
Show Opening Balance for Revenue Items in Reports	? **No**	Mailing Config	? **No**

F1: Accounts   **F2:** Inventory   **F3:** Statutory

Give the SMTP Details

E-Mail Server	:	*Gmail*
Server Address	:	*smtp.gmail.com:465*
(Name:Port, Default Port is 25)		
Use SSL	:	**Yes**
(Choose Yes, if using Secured SMTP Server)		
Use SSL On Standard Port	:	**No**
(Choose Yes, if using SSL on Default/Standard SMTP Port)		
From	:	*Name*
From E-Mail Address	:	*info@gmail.com*
Authentication User Name	:	**Email (here you have to email address)**
(Only if required)		
Password	:	
Format	:	*PDF (Portable Document Format)*
Page Size	:	*A4*
Page Width, Height (in mms)	:	**210** , **297**
Page Orientation	:	**Portrait**

New Menu in Main Screen
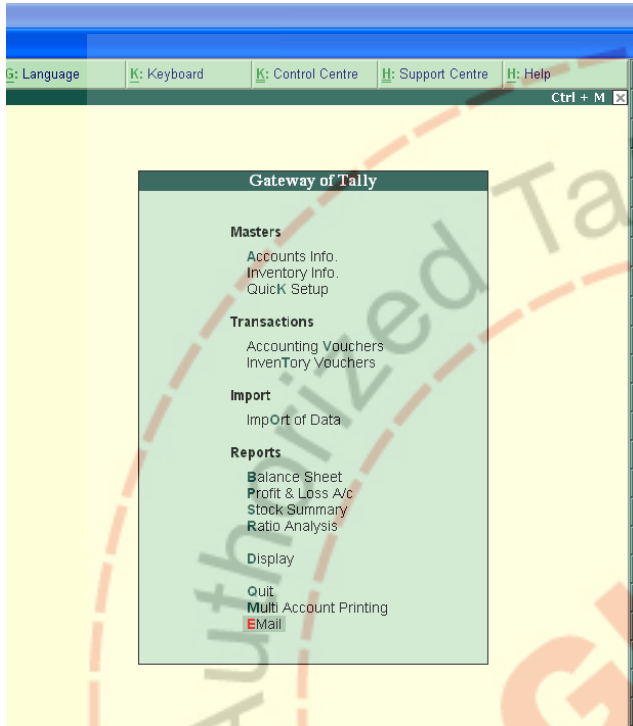
Menu for All Email or Selected Email
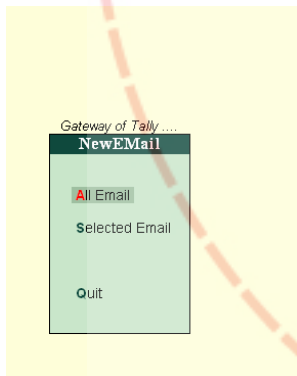
For Select Press Space Bar and Alt + D (Selected Mail)