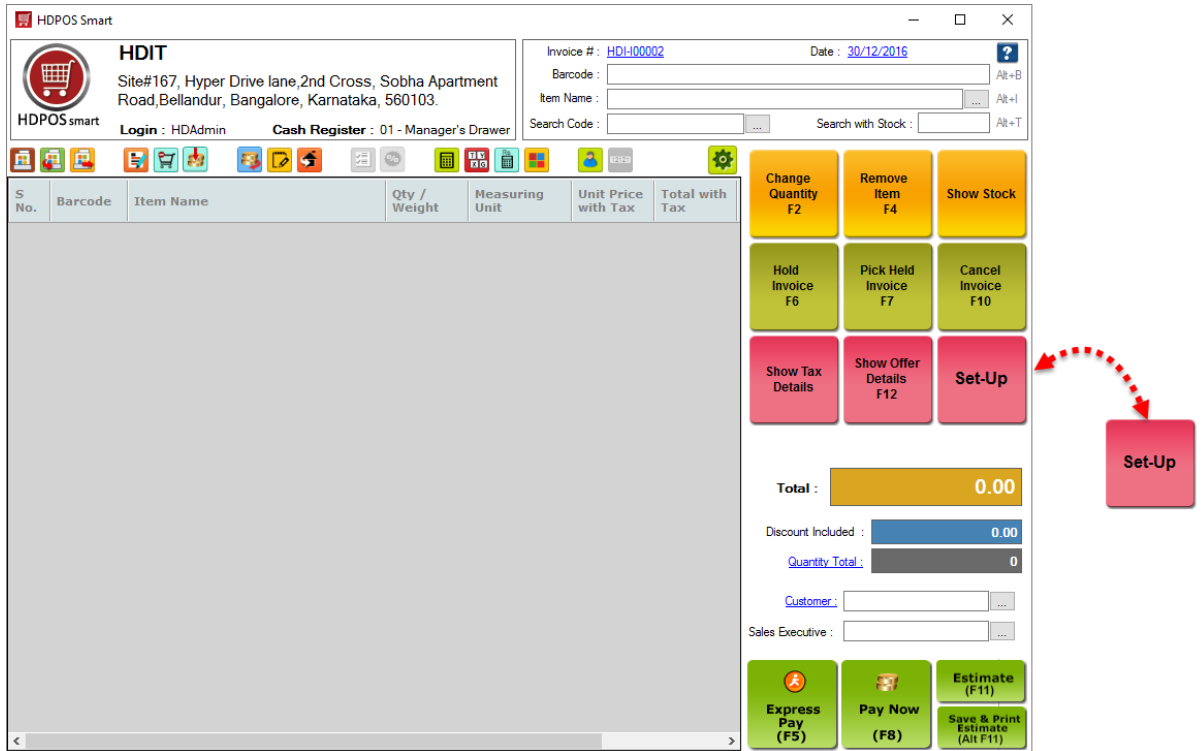




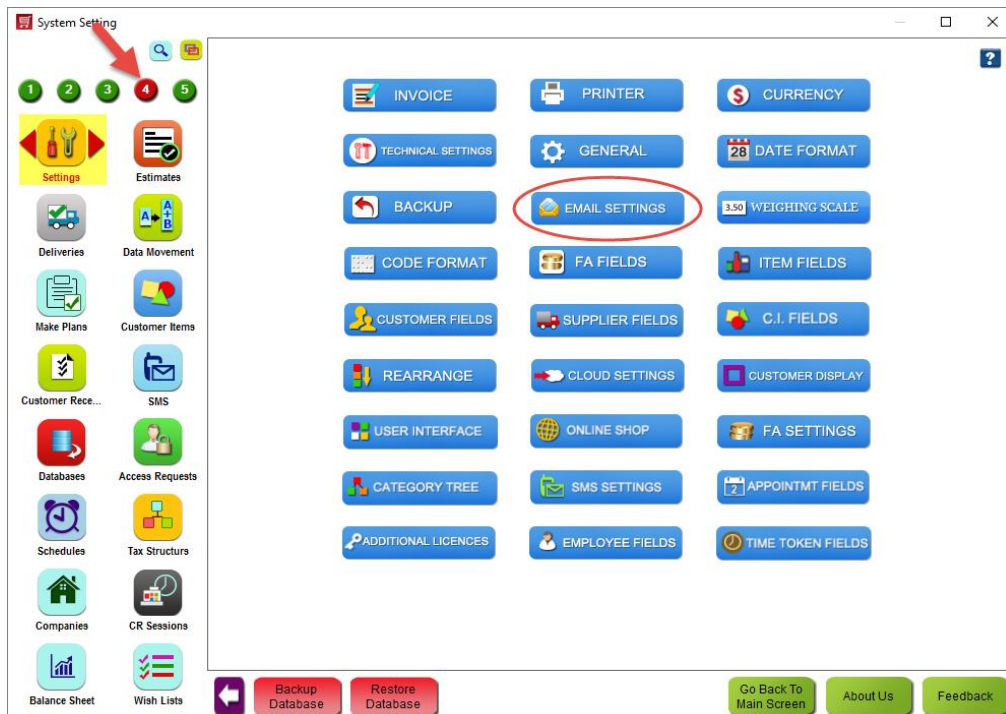
How to set up Scheduler for e-mail?

Follow the below steps to set up Scheduler for e-mail.

1. Run **HDPOS smart**. Click on **Set-Up** button from the **Main Screen**.



2. From the 4th page of **Set-Up**, go to **Settings** button and click on **EMAIL SETTINGS**.





3. Select **System Email** and click on **Edit** button.

Mail Type	From Email	From Name
System Email		
Online Product Enquiry Email		

Total Records : 2

OK Cancel

4. Fill all the required details and click on **Update**.

Following informations will be used for sending emails from this application.

Mail Type : System Email

User Information

Your Name : HDIT

Email Address : hddposs@gmail.com

Logon Information

User Name : hddposs@gmail.com

Password : *****

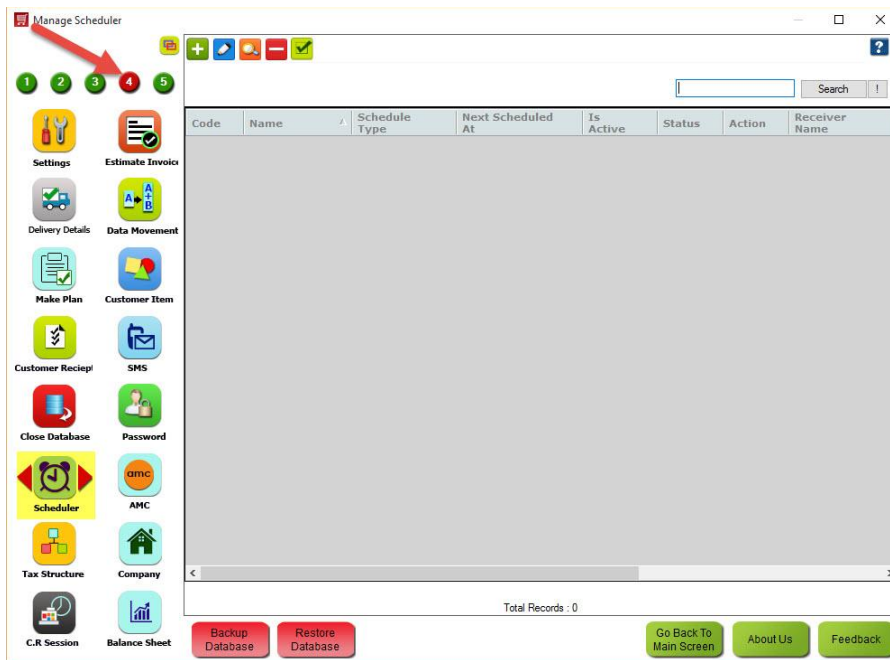
EMail Cc :

EMail Bcc :

Using Gmail Account Using Other Account

Update Cancel

5. Now go to 4th page of **Set-Up**, click on **Scheduler**.



6. Clicking on **Add Schedule** button  brings up the 'Add Schedule Details' screen.

Add Schedule Details

Name : Code :

Status : Is Active

Schedule

Do not Schedule When I Login When I Logout On a Schedule

Start :

Expire : Delete When Expired

Select Dates

Fixed Time

Repeat in a Day Start Time End Time Hrs Min

One Time Repeat every : days

Daily

Weekly

Monthly

Action

Action :

Receiver Name :

Receiver Phone :

Receiver Email :

Report Name :

- **Name:** Enter the name of the Schedule.





- **Code:** Enter any code for the schedule.
- **Status:** This can be either active or inactive. Schedule will only run if it is in Active mode. By default it is active.
- **Schedule:** Here you can select when the schedule needs to run. You can choose any one of the options given below to run the schedule.
 - **Do not Schedule:** Runs the schedule when an SMS is sent (OR) when the user wants to manually run it by selecting the schedule and click on **Run Task Now** button.
 - **Login:** Runs the schedule every time a user logs in.
 - **Logout:** Runs the schedule every time a user logs out.
 - **At time:** Runs the schedule at the specific time set.
- **Action:** Here you will need to enter details of what action needs to take place.
 - **Action:** Select **Email** to send an email. If Email is selected '**Receiver e-mail**' field will be enabled.
- **Receiver Name:** Here you can enter the name of the receiver. To send an email to multiple users you can enter multiple names separated by comma. The **Receiver Name** will be used in the greetings eg. **Hello Receiver Name**.
- **Receiver Email:** Enter the email of receiver. You can also enter multiple email IDs separated by comma.
- **Report Name:** If action selected is email, you will be able to select both **text** and **laser reports**. Select the **report**.

Note: Select a report which doesn't have any input parameters.
- Click on **Create**.

7. You can see the schedule as shown below. You can see the Status of the schedule as "New".

Code	Name	Schedule Type	Next Scheduled At	Is Active	Status	Action	Receiver Name
01	HDIT	AtTime	26/10/2015 03:55 PM	Yes	New	Email	Pallavi

8. For example I have set the scheduler at specific time. The E-Mail will be sent as given below:

Scheduled Email Inbox x

HDIT <hddposs@gmail.com> 3:55 PM (1 minute ago) ☆ ↶ ↷

to me ▾

Hello

Your report is
Your Total Sales Amount 4,171.97 for HDIT on 26/10/2015.

Click here to [Reply](#) or [Forward](#)

0 GB (0%) of 15 GB used [Manage](#) [Terms - Privacy](#) Last account activity: 1 minute ago [Details](#)

9. You will see the status changes from **New** to **Complete**.





Manage Scheduler

1 2 3 4 5

Settings Estimate Invoice

ve	Status	Action	Receiver Name	Receiver	Report Name	Last Run Date Time	Error Info
	Completed	Email	Pallavi	hdpos@gmail.com	Daily Sales_Text	26/10/2015 03:55 PM	Success

