

E-Mailing Invoices and Reports

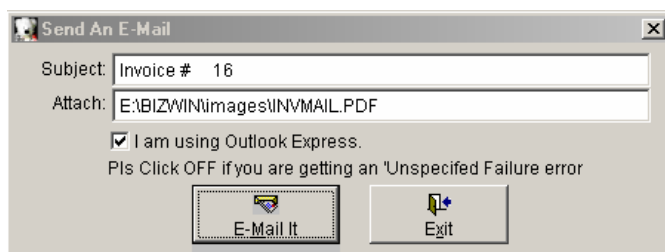
Invoice E-mail feature

One of the many features that MicroBiz has to offer is the ability to e-mail invoices for your customer. This feature can be useful for many reasons. This means that the customer doesn't have to worry about misplacing their invoice if they'd like it for reference or return purposes. Also this is a great feature if you just want to save paper and be environmentally friendly!

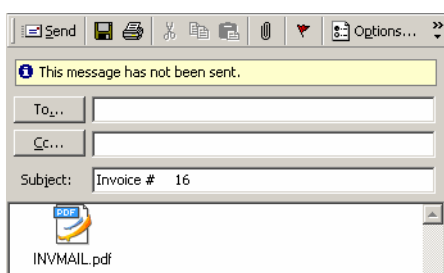
* Please note that the e-mail feature has only been tested and confirmed to work through Microsoft Outlook and Outlook Express. For instructions on how to set this up, you may need to consult your company's trusted computer technician or visit the Microsoft website: <http://support.microsoft.com/kb/287532>

How to E-mail Invoices

The option to e-mail your invoice can be set when completing your transaction by clicking on the "F9-Print" button on the Work Screen. When you see the tender screen, click on the "Options" button. When this "Options" screen opens, make sure to put a check mark next to the option for "E-mail." Click on the "Close" button and complete your transaction by choosing the correct tender. You will receive the following screen.



This screen shows you the file that will be sent as well as the invoice number. If you are using Outlook Express, make sure you select the option given. Click on the "E-mail It" button to receive the following screen:

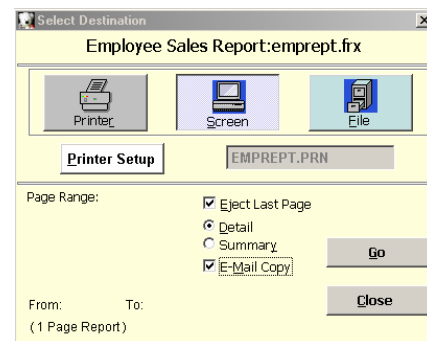


The e-mail has NOT yet been sent. Make sure to insert your customer's e-mail address as well as any notes needed into your e-mail. After this information has been entered, click on the "Send" button.

* You can also e-mail an old invoice in the same way by clicking on "Daily" – "E-mail Old Invoice." After choosing the correct invoice in the list, follow the same steps to e-mail your old invoice. In addition, you can also do the same on the Work Screen for Invoices in Progress, Layaways, etc.

How to E-mail Reports

MicroBiz allows many reports to be e-mailed. This is useful in situations where you need to send this information to someone or if just wish to have a backup. After generating one of the many reports you can run in MicroBiz, you will receive the following screen:



Make sure you select the bottom option "E-mail Copy." After clicking on the "Go" button, follow the previous steps to e-mail your report.

E-mail PDF Attachment

Due to some issues with e-mail clients receiving the .MHT format, MicroBiz has made a recent change on build 10/30/08. This change e-mails reports and most invoices in the .PDF format. To take advantage of this recent change, you may install the latest build of version 12.5 or call MicroBiz Tech support at (800) 929-8324 for assistance. The call and update may be billable if not on a support contract.

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