

## Email Trigger

Here the user can send mails to employees in bulk to convey any internal message.

Go to **Utilities** menu → click on **eMail Trigger**

- Default current days date is fetched in the **Date** field
- Default email address would be fetched in **From** Email Address field i.e., the email which is configured in Email Setup under Company Profile.
- Enter summary of the mail, in **Subject** field.
- In **Recipient List** tab, filter Employees based on the given categories i.e., on Location, Level, Department, Designation, Job type and cost center and click on **List** to select the employees.

### Send Mails

💡 You can type in a maximum of 5,000 characters in the body of the email.

\* **Date :**

\* **From :**

\* **Subject :**

Recipient List
Message

Location :

Department :

Job Type :

Level :

Designation :

Cost Center :

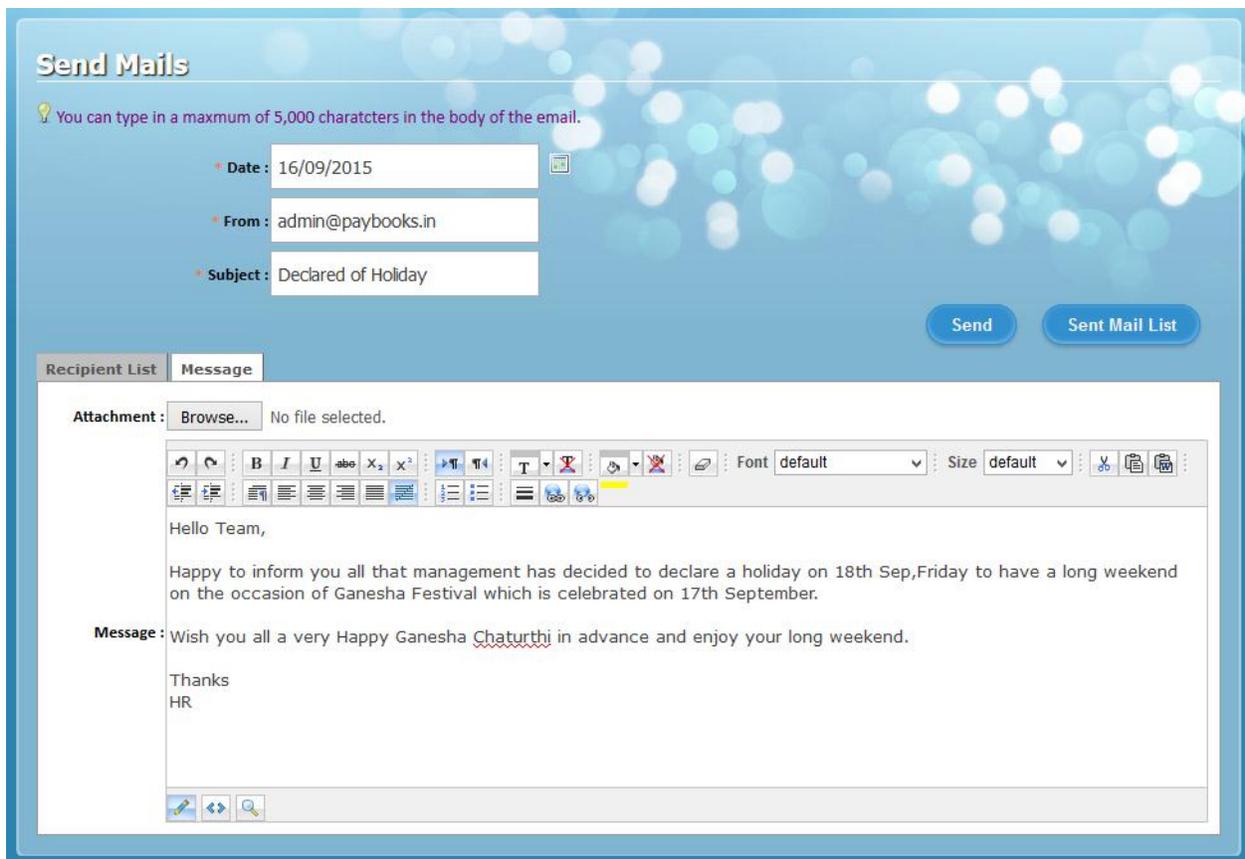
<input checked="" type="checkbox"/>	Code	Name	Email Id
<input checked="" type="checkbox"/>	1001	Shiva Shankar	Shiva.Shankar@paybooks.in
<input checked="" type="checkbox"/>	1002	Saranathan Srinivasan	Saranathan.Srinivasan@paybooks.in
<input checked="" type="checkbox"/>	1004	Soumya Sanyal	Soumya.Sanyal@paybooks.in
<input checked="" type="checkbox"/>	1010	Raj Kumar Mitra	RajKumar.Mitra@paybooks.in

Post selection of the employees list in **Recipient List** tab, go to **Message** tab and enter the mail content.

User can make necessary format changes and any Picture & PDF formats can also be attached using Attachment option.

Once done entering all details, click on **Send** button to trigger mails to selected employees.

Click on **Sent Mail List** button to see the list of sent mails.



**Send Mails**

You can type in a maximum of 5,000 characters in the body of the email.

\* **Date:** 16/09/2015

\* **From:** admin@paybooks.in

\* **Subject:** Declared of Holiday

**Send** **Sent Mail List**

**Recipient List** **Message**

**Attachment:** Browse... No file selected.

Attachment toolbar: Undo, Redo, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Font, Size, Copy, Paste, Print.

Hello Team,

Happy to inform you all that management has decided to declare a holiday on 18th Sep, Friday to have a long weekend on the occasion of Ganesha Festival which is celebrated on 17th September.

**Message:** Wish you all a very Happy Ganesha Chaturthi in advance and enjoy your long weekend.

Thanks  
HR