

Features and Functions: Printing & Emails

Overview

The “Print Function & Control is a window that pops up automatically each time the user prints a report, invoice, work order or any other print output. The system fully interfaces with all the Window’s Printers, can create a ”print” file on disk, email the report or preview the report on the screen.

Features

The complete Printer features are as follows:

Output Device: P, E, F or V.

P: Prompts the use to select which windows printer to use. The printer selection dialog is the standard window’s dialog and it will appear after the “Select Font” field is completed.

E: Email the output in PDF format.

F: Create a text file on the Hard Disk.

V: Create a screen Preview of the requested report (Output). The report may be printed in whole or in part from the Preview. The User may select to print multiple pages or select multiple single pages before exiting the Preview.

Page Length: The user may change the default page length to create any length (such as “Legal” sized documents).

Orientation: The User may control the printing Orientation (**P:Portrait**/Vertical, **L:Landscape**/Horizontal).

Select Font: The User may select the size of the printed characters on the report. Font: “1” represents the standard font (approximately 10 to 11 cpi). The system uses a special interface file which is printer dependent. This allows a wider report to be reduced to print of standard 8.5” x 11” paper.

The complete Email features are as follows: (Note: the information displayed in this window changes based on the document (i.e. Customer email, Vendor Email, etc.).

“To Cust#”, Customer Name, Document ID and known emails (from the Customer Database) are automatically filled in by the program and the 1st email is flagged as the primary email (Set to “Y”).

The User may change the primary email manually but this does NOT change the Customer Database. Each Email address may be flagged as “Y” (Send as “Primary”), “C” (flag as “Copy”-cc), “B” (flag as “Blind Copy”-bcc) or “N” (Do not send). In creating the email, “N”s are just bypassed.

The user should fill-in the “Subject” and enter any notes to the email “Body”.

Other Notes

The email interface is a new expanded function which is evolving as internet services improve. Currently this function only prints a single document at a time. In the future, multiple documents will be allowed. It is important that Users verify all Emails from every source and also, use the 1st email slot in the Master Databases for the primary email address (in all cases).

Print Function & Control

Output Device: **E** (P:Win.Print or DOS:1,2..5)
(E:Email PDF)
(F:File on Disk)
(V:Preview on Screen)

Page Length: **60** (in lines)

FileName: _____ [.txt]

Orientation: **P** (P:Portrait,Landscape)

Select Font: **1** (1,..9: Use XPRD Database)

Email Function & Controls

To Cust#: **BRW001** **BROWN, BARRY**

DocID: **RO#:12345**

Enter 'Y' to Select Email, C:CopyTo, B:Blind CopyTo.

barry.brown@sympatico.ca
Note: _____

BRB@GMAIL.COM
Note: _____

EMAIL4@YAHOO.CA
Note: _____

EMAIL3@RR.COM
Note: _____

Subject: **RO#:12345/ Customer Master File List**

Attach: **C:\EMAIL_PDF\CUSTRO2.pdf**

Email Body:

