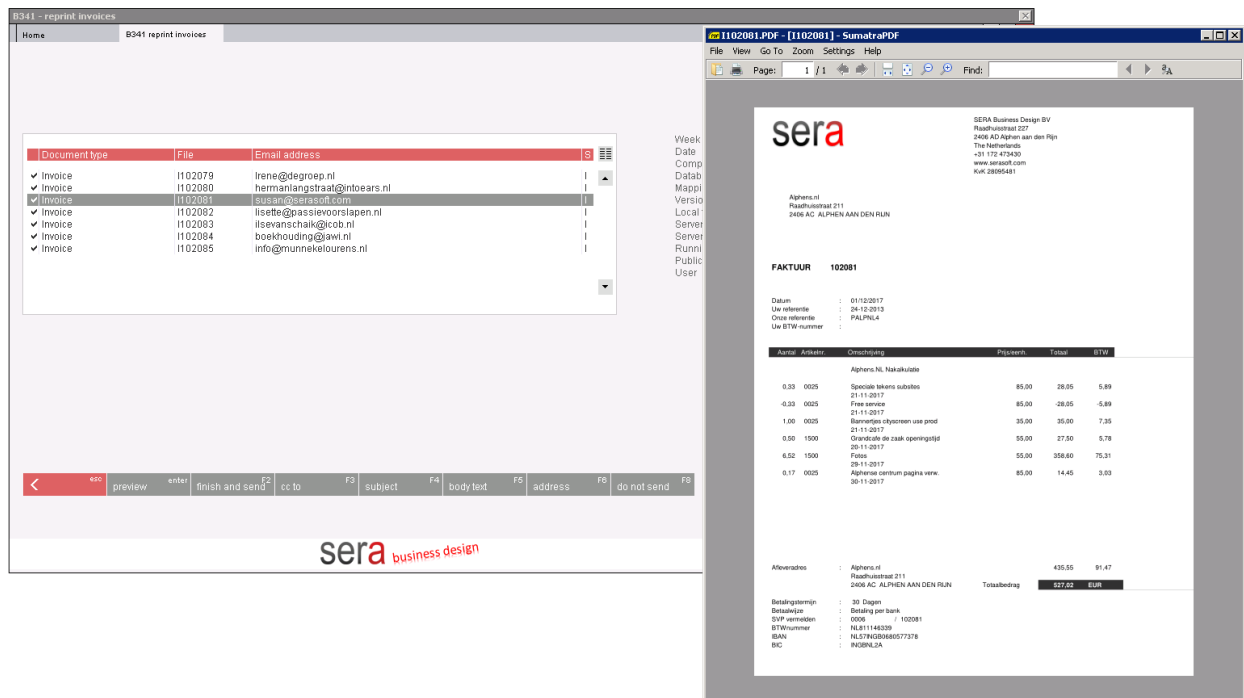


sera mailer system



You can mail quotations, orders, invoices or report directly from Sera. No need to print to PDF first and send from the PDF.

STEPS

1. Set parameters
2. Set users for a copy of the email
3. Adjust a body text
4. Enter email address in your customer and supplier files
5. Start mailing

Het is mogelijk om offertes, orders, facturen of rapporten direct vanuit Sera te mailen. Het is niet nodig om eerst naar PDF te printen en dan pas te mailen.

STAPPEN

1. Parameterinstellingen
2. Gebruiker aanpassen voor een kopie van verzonden email
3. Een bodytekst aanpassen
4. Emailadressen invoeren in de klanten- en leveranciersbestanden
5. Begin met mailen

1 SET PARAMETERS

Go to A082 and enter your email server + port, email addresses, login names and passwords. This can be difficult and a connection to an external email server regularly causes problems.

Sera has an own email server, which is much easier to set up.

Use the "Sera mailer" button and fill in the desired email addresses. It is not necessary that these are existing addresses.

1 PARAMETERS INSTELLEN

Ga naar A082 en vul uw emailserver+poort in, emailadressen, loginnamen en passwords. Dit kan lastig zijn en regelmatig levert een verbinding met een externe emailserver problemen op.

Sera heeft een eigen emailserver, waarvan het instellen veel makkelijker is.

Gebruik de toets "Sera mailer" en vul de gewenste email adressen in. Het is niet nodig dat dit bestaande adressen zijn.

The screenshot displays the 'A082 - email settings' web interface. The main configuration area is titled 'A082 email settings' and includes the following fields:

- Email server:** sera mailer
- Email sales:** invoice@serasoft.com
- Login sales:** N/a
- PW sales:** N/a
- Email purchase:** invoice@serasoft.com
- Login purchase:** N/a
- PW purchase:** N/a
- Email accounting:** invoice@serasoft.com
- Login accounting:** N/a
- PW accounting:** N/a

Red annotations provide instructions:

- 'Create your own accounts like sales@mycompany.com' points to the email address field.
- 'purchase@mycompany.com' and 'accounting@mycompany.com' point to the purchase and accounting email address fields.
- 'press the button to switch to the SERA mailer' points to the 'sera mailer' button in the bottom navigation bar.
- 'Make this IP address a trusted one' points to the public IP address '52.58.211.86' in the system status panel.

The system status panel on the right includes:

- Week: 52
- Date: Thursday, December 28, 2017
- Company: SERA Business Design
- Database: serabd
- Mapping: M1
- Version: 11.0
- Local time: 01:14
- Server time: 00:14
- Server date: 28/12/2017
- Running since: 27/12/2017 1:01:07 AM
- Public IP address: 52.58.211.86
- User: ADMINIST

The bottom navigation bar shows a button labeled 'sera mailer'.

sera business design

MAKE THE IP ADDRESS OF THE CLOUD SERVER TRUSTED

If you have a Sera website with email, this paragraph will be arranged by Sera. In other cases, you should ask your system administrator or email provider to add the IP address of the cloud server to the so-called SPF record of your domain. If that doesn't happen, there is a chance that mail from Sera is considered as spam. The IP address can be found on the right side of each SERA screen (see screen prints).

The following should be added to your SPF record:

- ip4: <your IP address> (like 52.58.211.86)
- include: spf2.serasoft.com

The record then looks like this

```
v = spf1 ip4: 52.588.211.86 include: spf2.serasoft.com include: spf.protection.outlook.com -all
```

More information about SPF records:

<https://support.dnsimple.com/articles/spf-record/>

MAAK HET IP-ADRES VAN DE CLOUD SERVER VERTROUWD

Als u een website met email van Sera heeft wordt deze paragraaf door Sera geregeld. In andere gevallen dient u uw systeembeheerder of emailprovider te vragen het IP adres van de cloud server toe te voegen aan het zogeheten SPF record van uw domein. Als dat niet gebeurt bestaat de kans dat mail vanuit Sera als spam wordt beschouwd.

Het IP adres kunt u vinden aan de rechterkant van ieder SERA-scherm.

Het volgende dient toegevoegd te worden aan uw SPF record:

- ip4 : <uw IP adres> (bijv. 52.58.211.86)
- include : spf2.serasoft.com

Het record ziet er daarna als volgt uit

```
v=spf1 ip4:52.588.211.86 include:spf2.serasoft.com include:spf.protection.outlook.com -all
```

Meer informatie over SPF records:

https://www.byte.nl/kennisbank/item/spf_records

2. SET USERS FOR A COPY A THE EMAIL

Go to program A042 in enter to CC email address

2.GEBRUIKERS AANPASSEN VOOR EEN KOPIE VAN DE EMAIL

Ga naar programma A042 en vul het CC-emailadres in

A042 - change users

Home | A042 change users

Name	START
1. Extended name	
2. Password	***** Case sensitive!
3. Status	0 Free
4. Valid till	31122199
5. Menu	START
6. Show cost price?	<input checked="" type="checkbox"/> of trade orders
7. Change payterms?	<input checked="" type="checkbox"/> of customer orders
8. Closed stores	▶
9. Overwrite fixed discounts	(or credit notes/cost lines)
10. Trade order changes	No warning
11. Employee	-
12. Language	NED
13. Ship incomplete kits	▶
14. Area reports allowed	▶
15. Crm options	▶
16. Part options	▶
17. Journal options	▶
18. Stock options	▶
19. Email cc	start@serasoft.com
20. Enter password	*****

Week: 52
 Date: Thursday, December 28, 2017
 Company: SERA Business Design
 Database: serabd
 Mapping: M1
 Version: 11.0
 Local time: 01:58
 Server time: 00:58
 Server date: 28/12/2017
 Running since: 27/12/2017 1:01:07 AM
 Public IP address: 52.58.211.86
 User: ADMINIST

Enter the email address where a local copy has to be sent to

Make this a trusted IP address

sera business design

3.AJUST A BODYTEXT

Sera creates a simple body text by default with the email. You can adjust this by adjusting \ sera \ paramet \ bodytext. <Language> (like bodytext.eng). The layout use HTML code, which is recognized by every mail program.

```
<HTML>
<FONT face = "Arial" size = "3">
<B> Dear Madam, sir, </ B>
<BR>
<BR>
Attached you will find -DOCUMENT-.
<BR>
<BR>
Sincerely,
<BR>
<BR>
<B> Leon Prins </ B>
<BR>
<BR>
</ FONT>
<IMG SRC = "http://www.mycompany.com/images/logo.png" width = "400">
</HTML>
```

NOTE -DOCUMENT- is automatically replaced by text as quotation 323531 or invoice 123321

3.BODYTEKSTEN AANPASSEN

Sera maakt standaard een eenvoudige bodytekst bij de email aan. U kunt deze aanpassen door \sera\paramet\bodytext.<taal> aan te passen. Er moet HTML code gebruikt worden, wat door ieder mailprogramma wordt herkend.

```
HTML>
<FONT face="Arial" size="3">
<B>Geachte mevrouw, meneer, </B>
<BR>
<BR>
Bijgevoegd treft u -DOCUMENT- aan.
<BR>
<BR>
Met vriendelijke groet,
<BR>
<BR>
<B>Leon Prins</B>
<BR>
<BR>
</FONT>
<IMG SRC="http://www.mycompany.com/images/logo.png" width="400">
</HTML>
```

N.B. -DOCUMENT- wordt automatisch vervangen door tekst als offerte 323531 of factuur 123321

4. ENTER EMAIL ADDRESS IN YOUR CUSTOMER AND SUPPLIERS FILES

Go to A102 (Suppliers) A112 (Customers) I112 (Prospects)

4. EMAILADRESSN KLANTEN EN LEVERANCIERS TOEVOEGEN

Ga naar A102 (Leveranciers) A112 (Klanten) I112 (Prospects)

A112 - change customers

Home | A112 change customers

Customer: 11566 | 2000 Marine Stores

2. Invoice to: 11566 | 2000 Marine Stores
 3. Area: 2003 | BAHRAIN
 4. Name: 2000 Marine Stores

5.
 6. Email: info@marinestores.com
 7. Web: www.marinestores.com
 8. Password: 1*65ma40M
 9. Commercial email: purchase@marinestores.com
 10. Accounting email: accounting@marinestores.com
 11. Invoices email: invoices@marinestores.com

12.
 13. Contact Person: Mr. James Kumer
 14. Administration: Accounting department
 15. Line code: 0005 | Ship's chandler
 16. Telephone: +9660470716
 17. Internet: www.marinestores.com
 18. Telerax: +96617742255
 19. Currency: AED

24. Number of Invoices: 1
 25. Invoice type: 1
 26. Order type: 2
 27. Confirm?:
 28. VAT Type: EC
 29. VAT Number:
 30. Price class: 1

Week: 52
 Date: Thursday, December 28, 2017
 Company: Exalto Emirates L.L.C.
 Database: seratest
 Mapping: T:\
 Version: 11.0
 Local time: 01:50
 Server time: 01:50
 Server date: 28-12-2017
 Running since: 26-12-2017 10:35:09
 Public IP address: 92.65.28.158
 User: ADMINIST

Set the email account for your customers and suppliers.

Make this IP address a trusted one

ESC

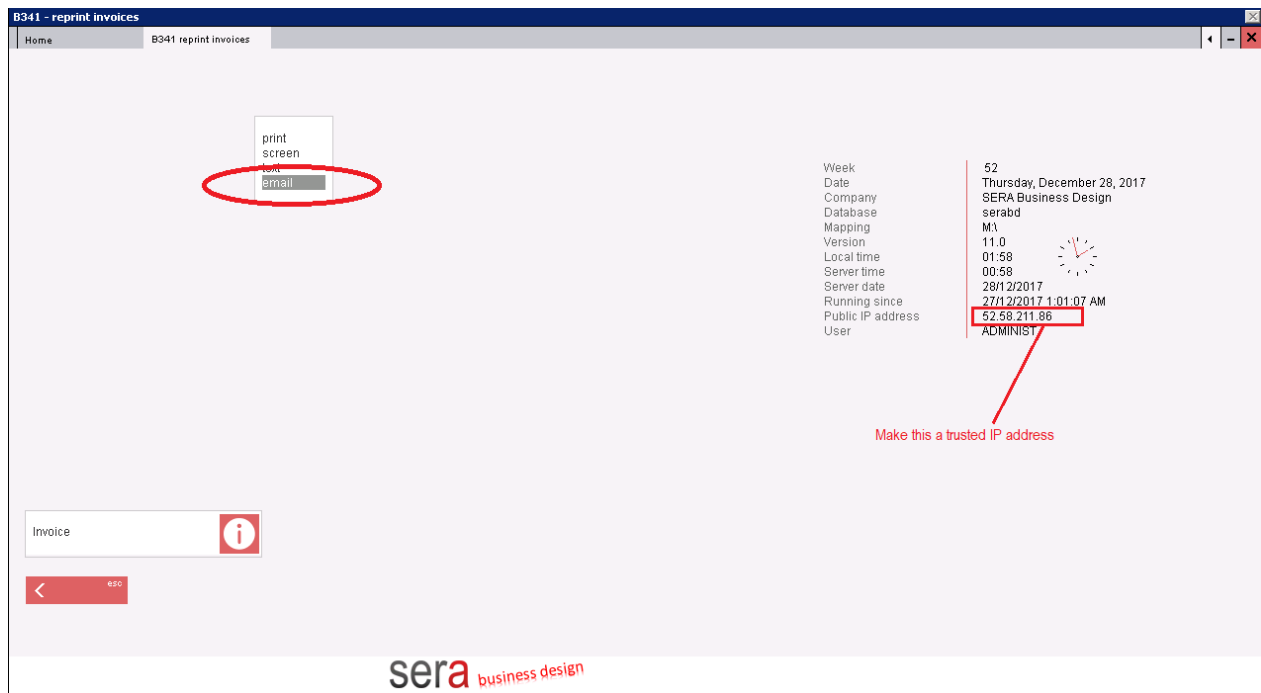
EXALTO EMIRATES
MARINE EQUIPMENT

5.START MAILING

Use the option EMAIL to start a mail. This option comes as the preferred one as soon as the system finds an addressee with a valid email address. Choose this option also to enter a missing address or when your want to send a report.

5.BEGIN MET MAILEN

Gebruik de optie EMAIL om te mailen. Deze optie wordt getoond als de voorkeurkeuze zodra het systeem een geadresseerde met een geldig emailadres heeft gevonden. Gebruik deze optie ook wanneer er nog geen adres bekend is of wanneer u een rapport wilt verzenden.



sera mailer system

The preview screen gives several options. You can enter a missing address, enter a cc address, change the body text etc.

Het preview-scherm geeft de mogelijkheid ontbrekende adressen in te voeren, cc-adressen toe te voegen, bodyteksten aan te passen etc.

The screenshot displays the 'B341 - reprint invoices' interface. At the top, there is a search bar for 'Email address' containing 'Susan@serasoft.com'. Below it is a table with columns 'Document type', 'File', and 'Email address'. The table lists several invoices with their respective file names and email addresses. A navigation bar at the bottom contains buttons for 'preview', 'finish and send', 'cc to', 'subject', 'body text', 'address', and 'do not send', each associated with a function key (F1-F8). A red line points from the 'address' button to the 'Email address' field. Another red line points from the 'cc to' button to the 'Email address' field. A third red line points from the 'body text' button to the 'body text' field. The preview window on the right shows a PDF document titled '1102081.PDF - [1102081] - SumatraPDF'. The document content includes the 'sera' logo, contact information for 'Alphens.nl', and an invoice summary table.

Document type	File	Email address
✓ Invoice	I102079	irene@degroep.nl
✓ Invoice	I102080	hermanlangstraat@intoears.nl
✓ Invoice	I102081	Susan@serasoft.com
✓ Invoice	I102082	lisette@passievoorslapan.nl
✓ Invoice	I102083	ilsevanschalk@cob.nl
✓ Invoice	I102084	boekhouding@lawi.nl
✓ Invoice	I102085	info@munnekelourens.nl

Buttons to change or add information to each email

Aantal	Artikeer.	Omschrijving	Prijs/eenh.
		Alphens.NL Nakakulatie	
0.33	0025	Speciale tekens subsites	85.0
-0.33	0025	21-11-2017	85.0
		Free service	
1.00	0025	21-11-2017	
		Bannerlijes cityscreen use prod	
0.50	1500	21-11-2017	35.0
		Graciale de zaak openingstijd	
6.52	1500	20-11-2017	55.0
		Fotos	
0.17	0025	29-11-2017	55.0
		Alphense centrum pagina verw.	
		30-11-2017	85.0