

infotip #4 **Emailing Contact Lists...NOW !!!**

You may wish to email your contacts defined for sending **info**ware's report splitter forms without sending the system generated form. For example, it is coming up to the end of the year and you wish to email your customers a season's greeting letter or business hours reminder.

Method of Attack

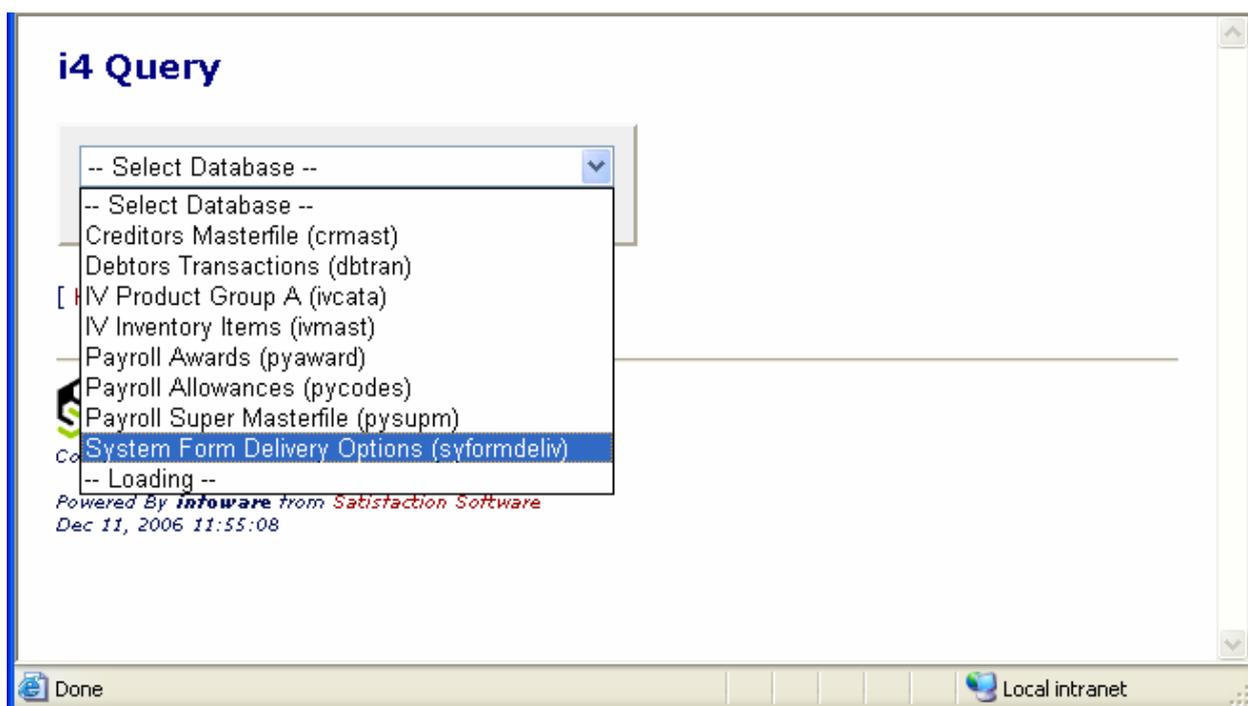
Use i4Query to extract the relevant contact email addresses from the Forms Delivery database.

If you do not have access to the System Form Delivery Options (syformdeliv) database in i4Query, get your system administrator to grant you access.

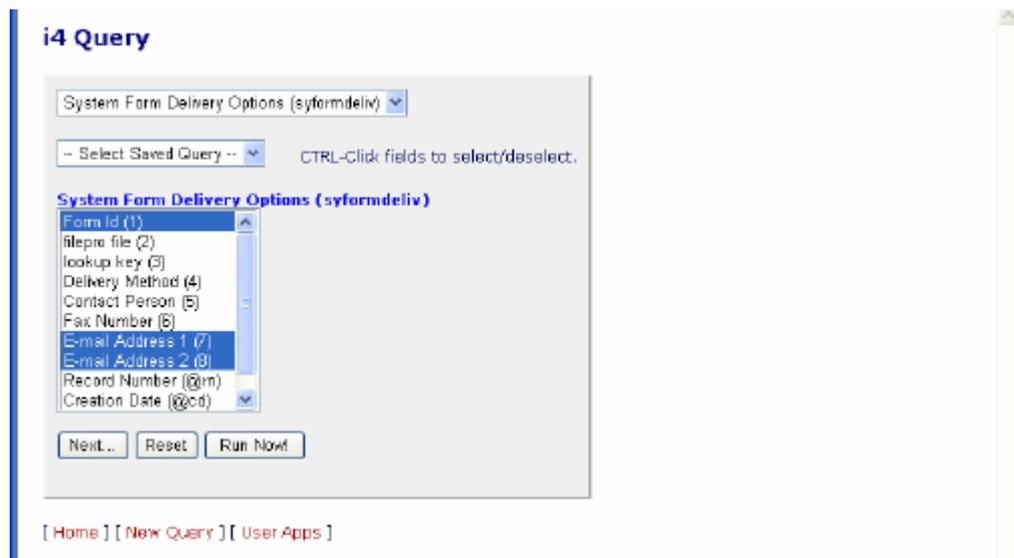
You will run an i4Query (on syformdeliv) to get email addresses, drop into excel, paste the list of email addresses into Outlook & off you go!

1. Run i4Query

Select System Form Delivery Options (syformdeliv)



Select fields:



Select Form Id, Email Address 1 and 2, then click on [Next...]

i4 Query Column Order

Leave the Column Order as it is. Click on [Next...]

i4 Query - Selection Criteria



Select Form Id with a value equal to “DBSTAT” for debtor statements and email address 1 not blank.

Alternative form ID’s of interest are: creft (creditors EFT)
 crporder (creditors Purchase Order)
 stinv (inventory customer invoice)

Click the [Run Now] option, or click on [Next...] if you wish to save the query. Your query result should now be displayed including the required email addresses.

2. Select Convert to CSV (to drop into Excel)

Select this option from the bottom of i4Query results page.
Select [open] from the popup window.

3. Excel

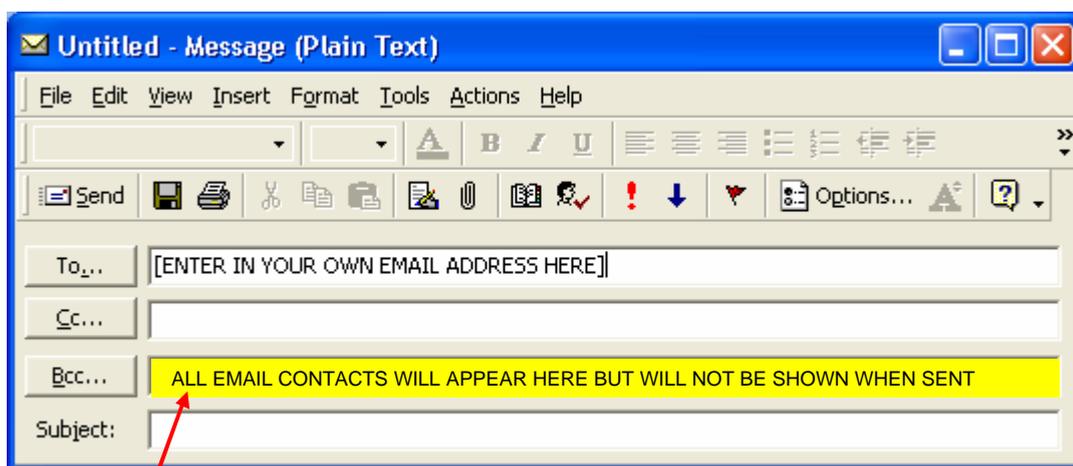
Delete the heading row 1.

Select column B that contains the email addresses, and then click on the [Edit] menu and then Copy (quick key: Ctrl-C)

4. Open Email

Recommend:

Send Email to your own email address. Be aware of privacy and anti-spam regulations when sending bulk emails.



Select **[BCC] option** (so no else can see your email address list)

Paste in the email list

If you define a second cc email address for the form (e.g. debtor statement) then copy/paste this column as well from excel spreadsheet to email.

Type your message & send!

Off you go!!!

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