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)

i4 Query	
Select Database Select Database Creditors Masterfile (crmast) Debtors Transactions (dbtran) IV Product Group A (ivcata) IV Product Group A (ivcata) IV Inventory Items (ivmast) Payroll Awards (pyaward) Payroll Allowances (pycodes) Payroll Allowances (pycodes) Payroll Super Masterfile (pysupm) co System Form Delivery Options (syformdeliv) Loading Powered By Infoware from Satisfaction Software Dec 11, 2006 11:55:08	
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Select fields:

i4 Query	
System Form Delivery Options (syform deliv)	
System Form Delivery Options (syformdeliv) Form Id (1)	
filepro file (2) lookup key (3) Delivery Method (4) Cantact Person (5)	
Fax Number (5) E-mail Address 1 (7) E-mail Address 2 (8) Record Number (10)(m)	
Next Reset Run Now	
Home 1 [New Overy 1] User Anns 1	

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

4 Query - Selection Criteria										
And /Or	('s		Field	F	Rel		Value)'s		
		~	syformdeliv- Form Id (10,AU)	~	eq	*	dbstat]		
*		*	syformdeliv- E-mail Address 1 (60,*)	*	ne	۷			~	
*		*		*		۷			*	
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No. of Selection Lines: 5 Refresh Next Reset Run Now!										
ack to Fi Home] (elds. New	Q	uery][User Apps]							

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

Alternative	form	ID's	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.

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🖃 Send 📕 🎒 🕺 🖻 💼 🛃 🖉 📴 🕵 🏌 😫 🛠 🏌 🕈 📰 Options 💉 😰 🗸						
To [ENTER IN YOUR OWN EMAIL ADDRESS HERE]						
<u></u>						
BCC ALL EMAIL CONTACTS WILL APPEAR HERE BUT WILL NOT BE SHOWN WHEN SENT Subject:						

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 you message & send!

Off you go!!!

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