

Email Configuration in Candela RMS

You can send emails from Candela to Candela users (employees) within your organization, your suppliers and your customers. To be able to do so, you need to enter and save their email addresses on the relevant screens.

Entering Email addresses of Candela users within an organization.

Security > Users

Select the user group and Name, login Name and email address:

The screenshot displays the Candela Enterprise Edition 10.0.4.0 - [Users] interface. The 'Security' menu is open, showing 'Users' selected. The 'Users' form shows fields for Group (Administrator), Name (Admin), Email Address (Admin@lumensoft.biz), Login ID (a), Password, and Confirm Password. A table below lists users: Urdu, Admin, and LumenSoft Tech... The status bar at the bottom shows [Admin] [Administrator] [webstore] [SV : 11000].

User Name	User Log ID	User Email	User Comments	Shop	End Date	View Cost Price	System Language	Is Right To Left	Is Web User
Urdu	urdu					<input type="checkbox"/>	URDU_PK	<input type="checkbox"/>	<input type="checkbox"/>
Admin	a	usmanmughal@l...	Testing Account			<input checked="" type="checkbox"/>	ENGL_US	<input type="checkbox"/>	<input type="checkbox"/>
LumenSoft Tech...	Lumensoft	contact@lumens...	BuiltIn Account			<input checked="" type="checkbox"/>	ENGL_US	<input type="checkbox"/>	<input type="checkbox"/>

Entering Email Addresses of Suppliers

Configuration > Misc > Suppliers

Select Supplier's Name and enters Email address

Candela Enterprise Edition 10.04.0 - [Suppliers]

Configuration Production Shop Activities Customer Club Inventory Mgmt Purchase Reports Security Utilities Window Log Off

Supplier

Name: AZ Builders Mobile: End Date: 28/May/2015
Code: AZ Builders E-Mail: AZB@GMAIL.COM
Contact Person: Fax:
Address: NTN:
City: Opening Balance: 0
Phone1: Opening Date: 21/Mar/2012
Phone2: Comments:
GL Account: 01-001-005-00001 LOADING EXPENSES

Supplier Name	Supplier Code	Phone 1	Phone 2	Mobile	E-Mail	Fax	Address	Comments	Cont
AZ Builders	AZ Builders			02344004...					
Corneily Shoes	Corneily Shoes								
Hafeez Center	Hafeez Center								
Nishat Mills	Nishat Mills								

Record: 1 of 4

Status: [Admin] [Administrator] [webstore] [SV : 11000]

Entering Customer's Email Addresses

Shop activities > Customer Definition

Customer Info **Customer View** Refresh

Customer Info
 Customer: 300 000001 Leonardo Dicaprio
 Customer Reference:
 Customer Type: Silver Start Date: 21/Mar/2014 Expiry Date: 31/Dec/2020 Status: Activate
 Customer Ref. No:
 Customer Group: Special Anniversary: 28/May/2015 DOB: 28/May/2015 Ref. Name:
 Ref. Phone:

Customer Contact
 City: --Select-- Area: --Select-- Phone Res.: Phone Off.:
 Address: Comments: Mobile Phone: Fax:
 Email: DICAPRIO@GMAIL.COM Mailing Status GST Reg #:

Customer NIC: Gender: --Select-- Occupation:
 End Date: 28/May/2015 Spouse Name: GL Account: 01-001-003-00001 Leonardo Dicaprio

Allow Credit: Credit Limit: 100000000
 Opening Balance:
 Opening Amount: 0
 Opening Date: 27/May/2015

Duplicate/Renewal
 None
 Duplicate Card
 Renew Card

Membership Payment mode
 Cash Payment
 Credit Card
 Bank Type: --Select--

Membership Payment Detail
 Membership Fee: 0
 Shop Disc: 0
 Customer Disc:
 Total Payable: 0

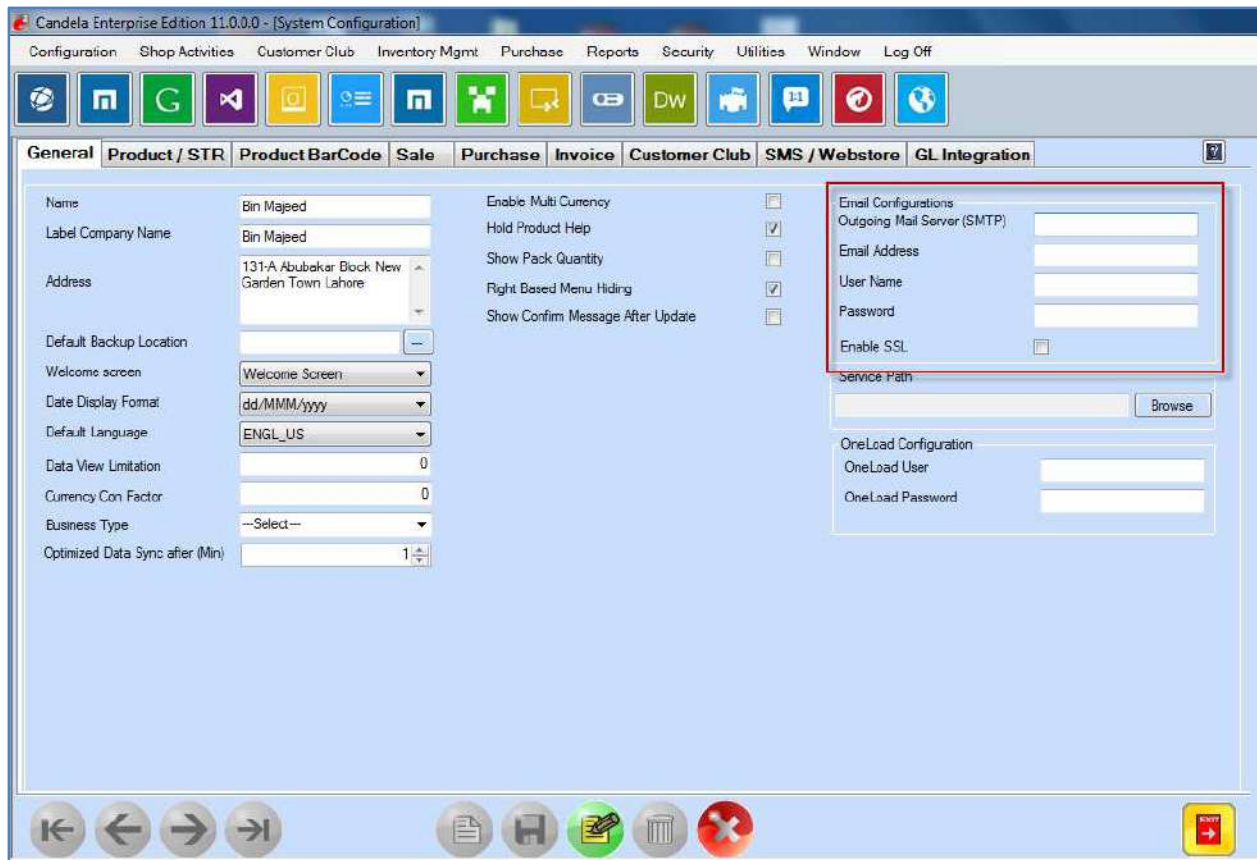
Navigation icons: Home, Back, Forward, Print, Save, Refresh, Logout

Once you have configured email addresses in the system, you can:

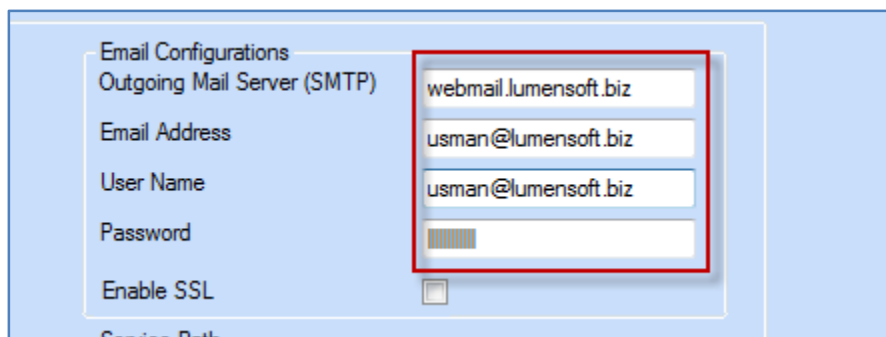
- Send reports and Grid data as attached files on any Email address
- Send (private) emails from Candela.

[How to Configure?](#)

[Configuration > System configuration](#)



You need to enter your email server name, email id and password to activate email facility in candela. Carry out the following steps:



Email Server: It's the email provider server where we make our email account.

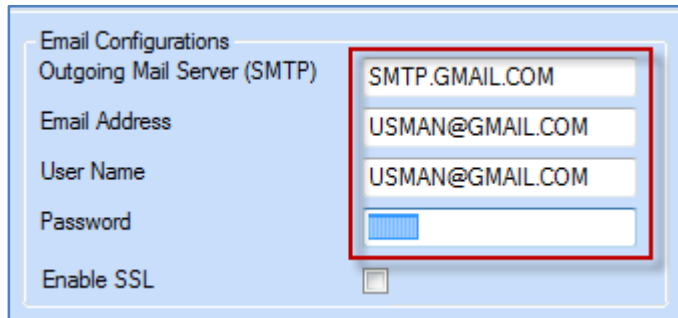
Email Address: Enter email address

User Name: Again enter the email address

Password: Password of email account.

Enable SSL: If email sending fails, enable this checkbox and try again.

If you are using SMTP server like Gmail, Yahoo and Hotmail, carry out the following steps:



Email Configurations

Outgoing Mail Server (SMTP) SMTP.GMAIL.COM

Email Address USMAN@GMAIL.COM

User Name USMAN@GMAIL.COM

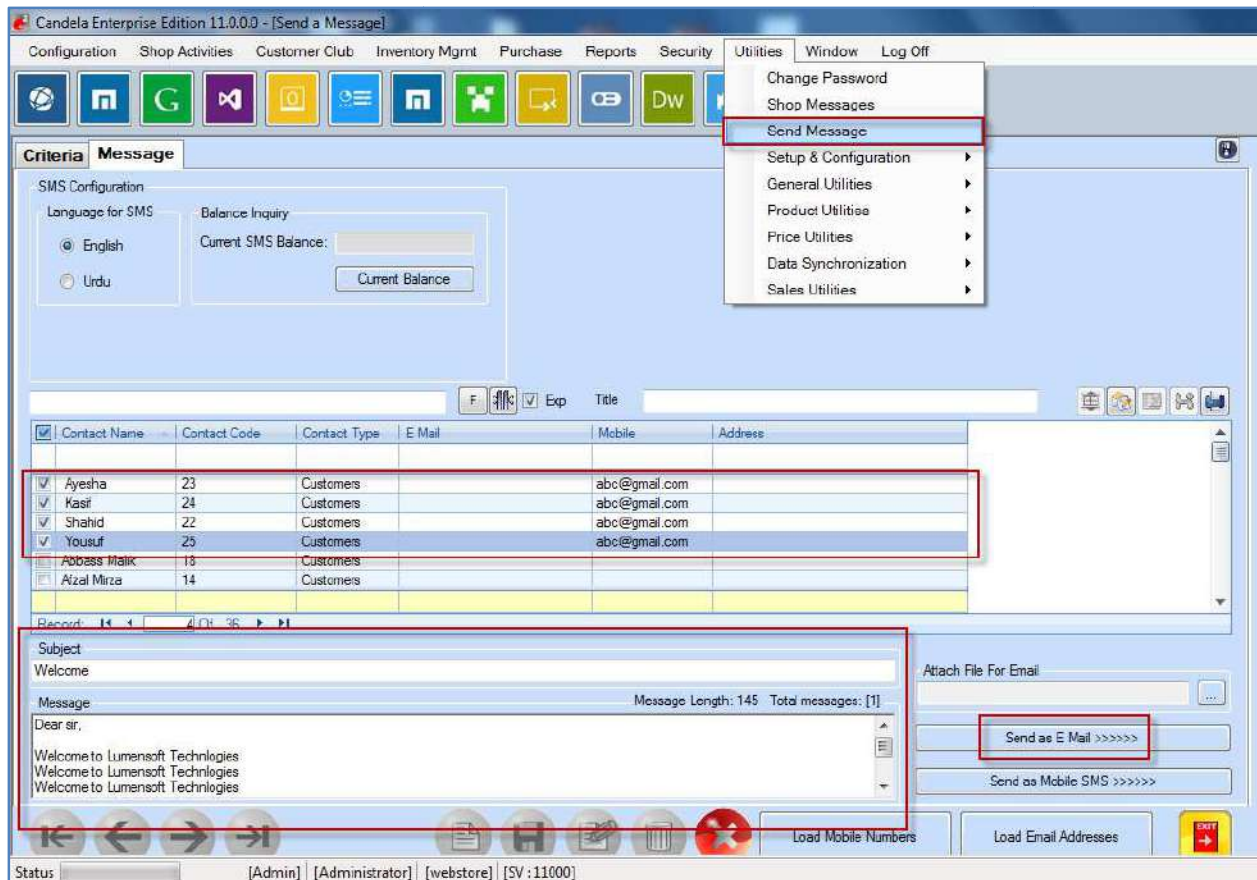
Password [Masked]

Enable SSL

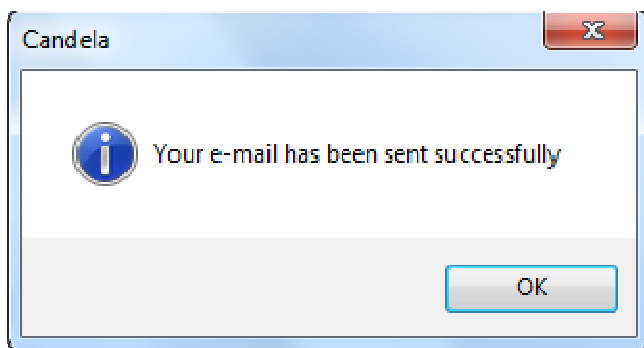
After entering the information, update this screen and Restart Candela application.

Sending Emails in Candela

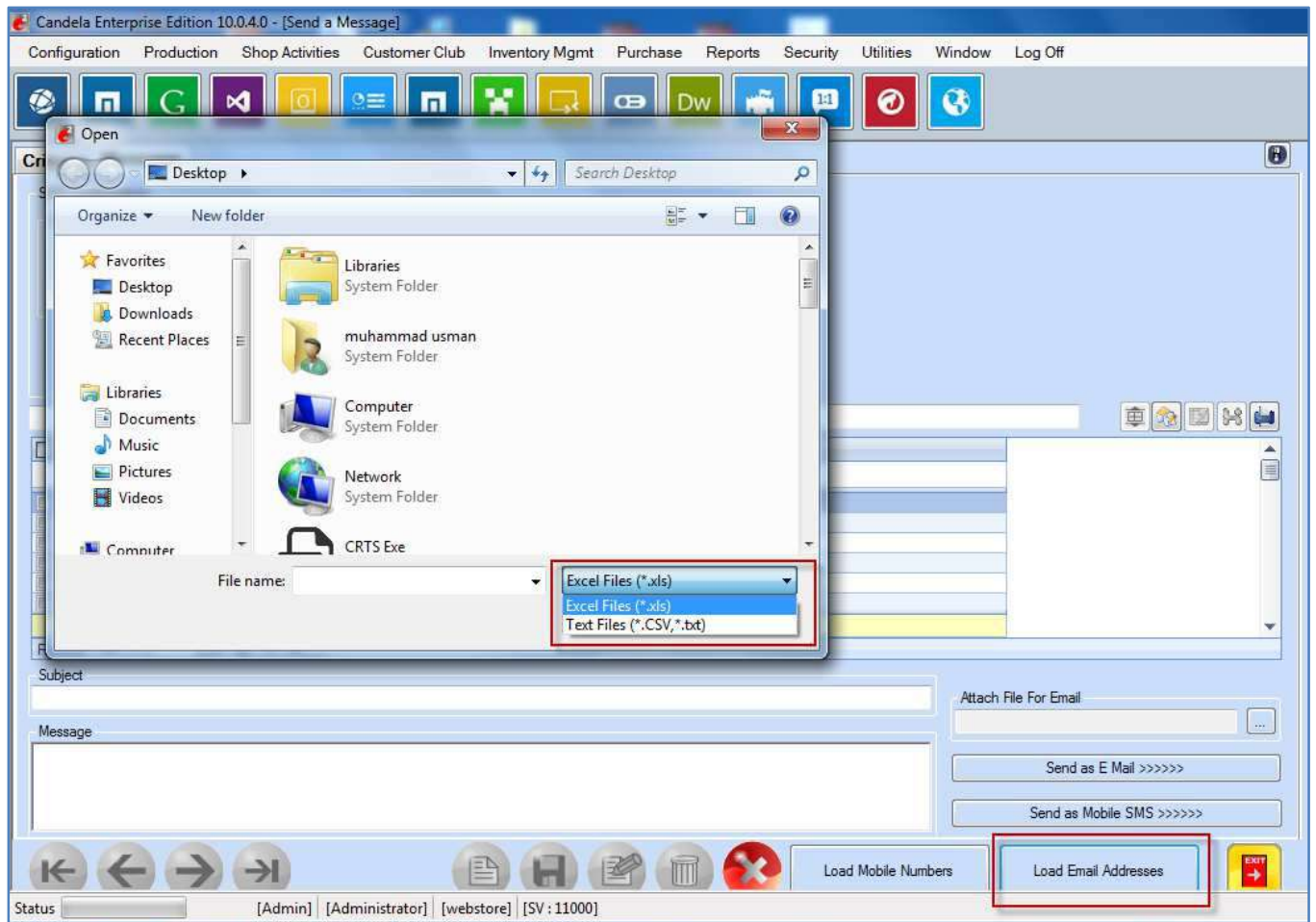
Utilities > Send message



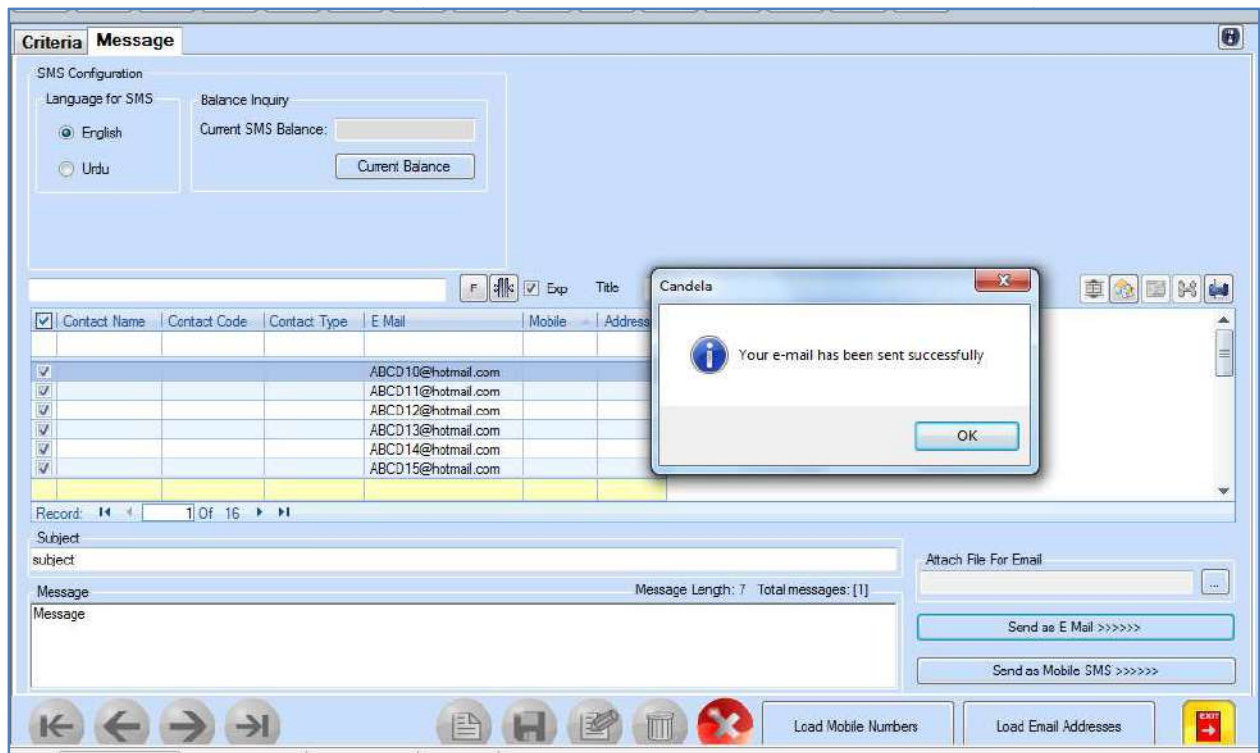
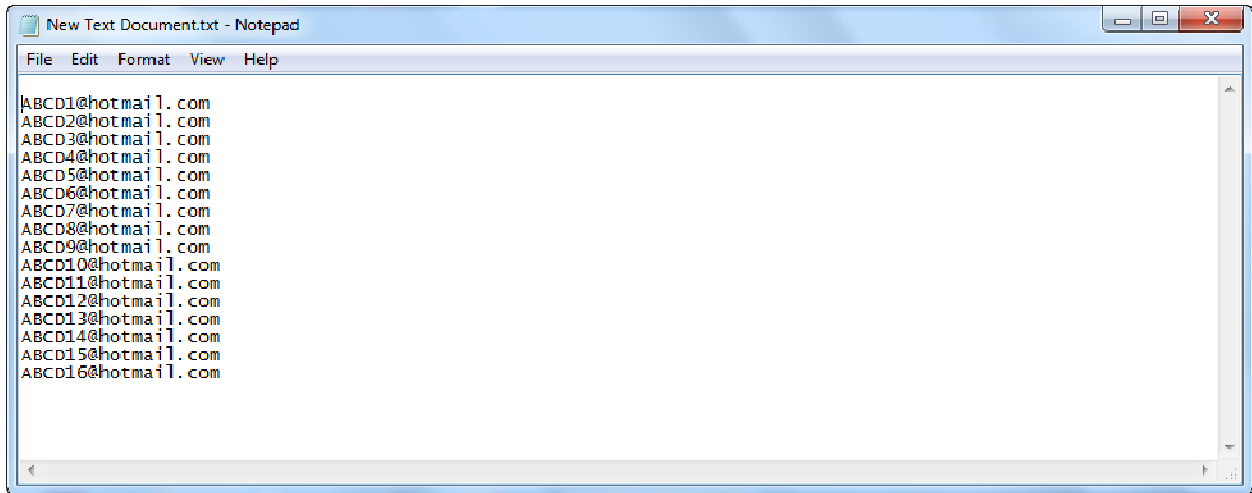
- Select contacts that having valid email ids
- Enter subject in subject field
- Write message in Message field
- Press **Send as Email** button to send message
- A conformation message will show after email sending successful.



- You can also load email addresses from Excel and Notepad files by pressing Load Email Address button

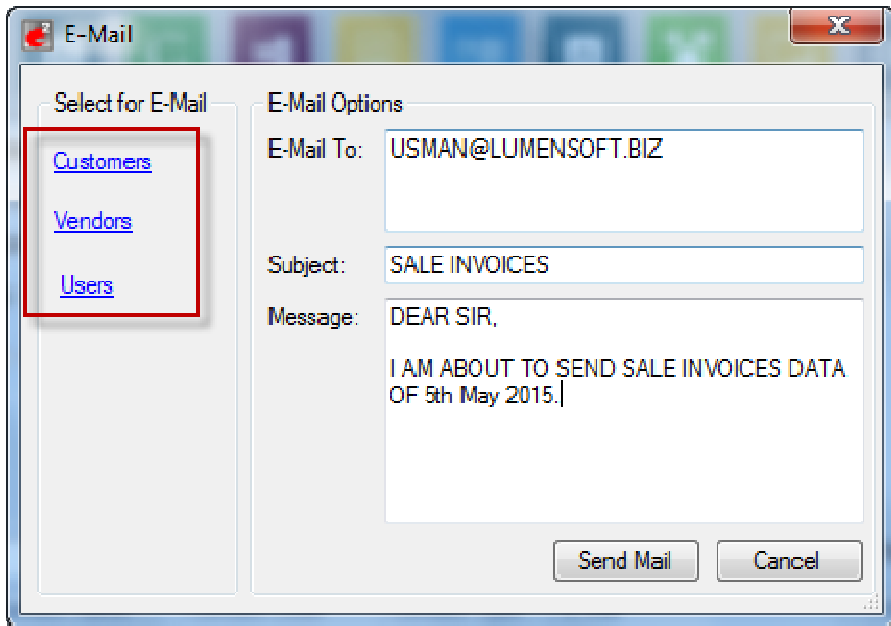
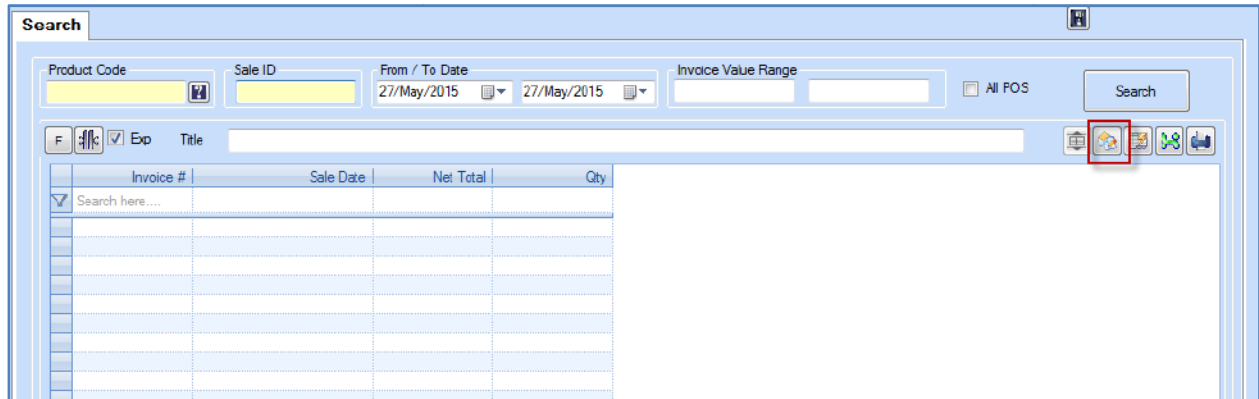


- Enter valid email addresses in first column of Excel file and save it on your system.
- Press Load Email Address button, select excel file and press open button to load email addresses file in grid
- Select email ids by enabling check box and send Email by pressing **Send as Email** button.
- You can also make a text file by entering one email address in each row and pressing enter to add new. The loader File format should be as follows.



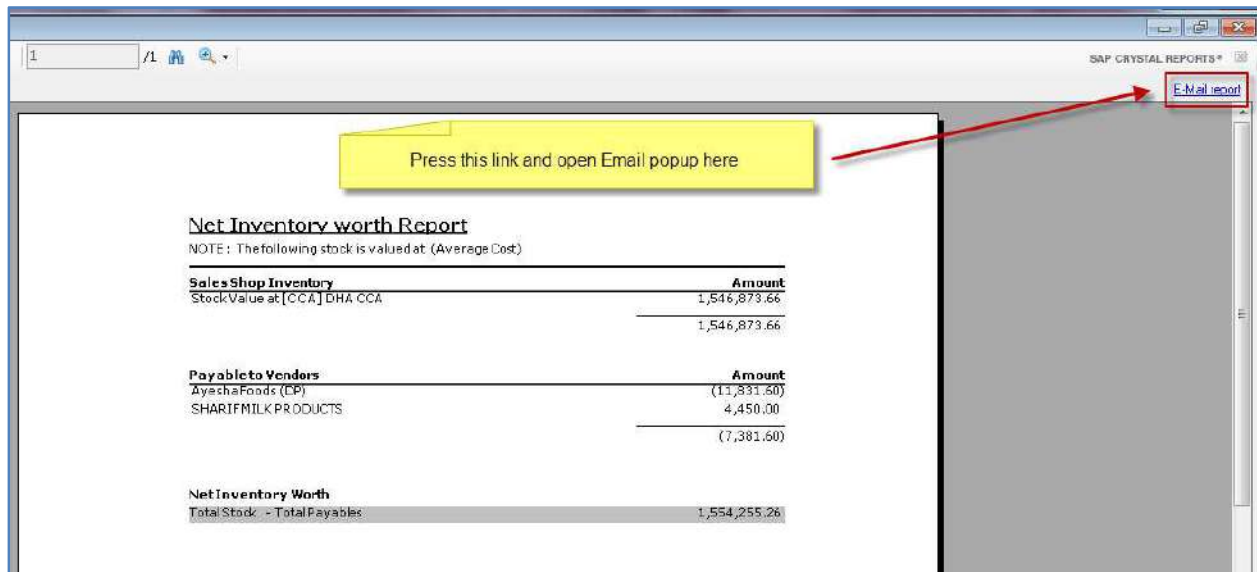
In Candela every grid have Email button to send email data.

By pressing this button Email sending popup will appear

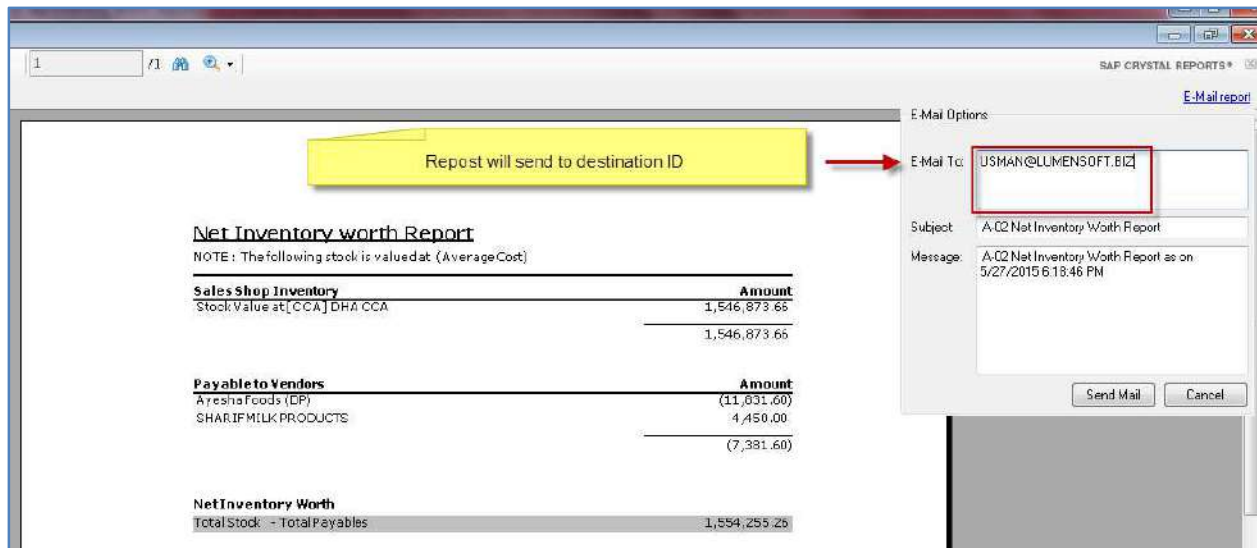


- Enter email id, subject and message in relevant fields
- Email will be sent to the destination id along with Excel file of **all data that is in the grid.**
- You can use customers, vendors/suppliers and users email ids by selection.

All crystal reports show Email link on the top right corner:



- Press that email link to open send email popup
- Enter email id, subject and message in relevant fields
- Email will be sent to destination id along with **that Report**.
- You can use customers, vendors/suppliers and users email ids by selection.



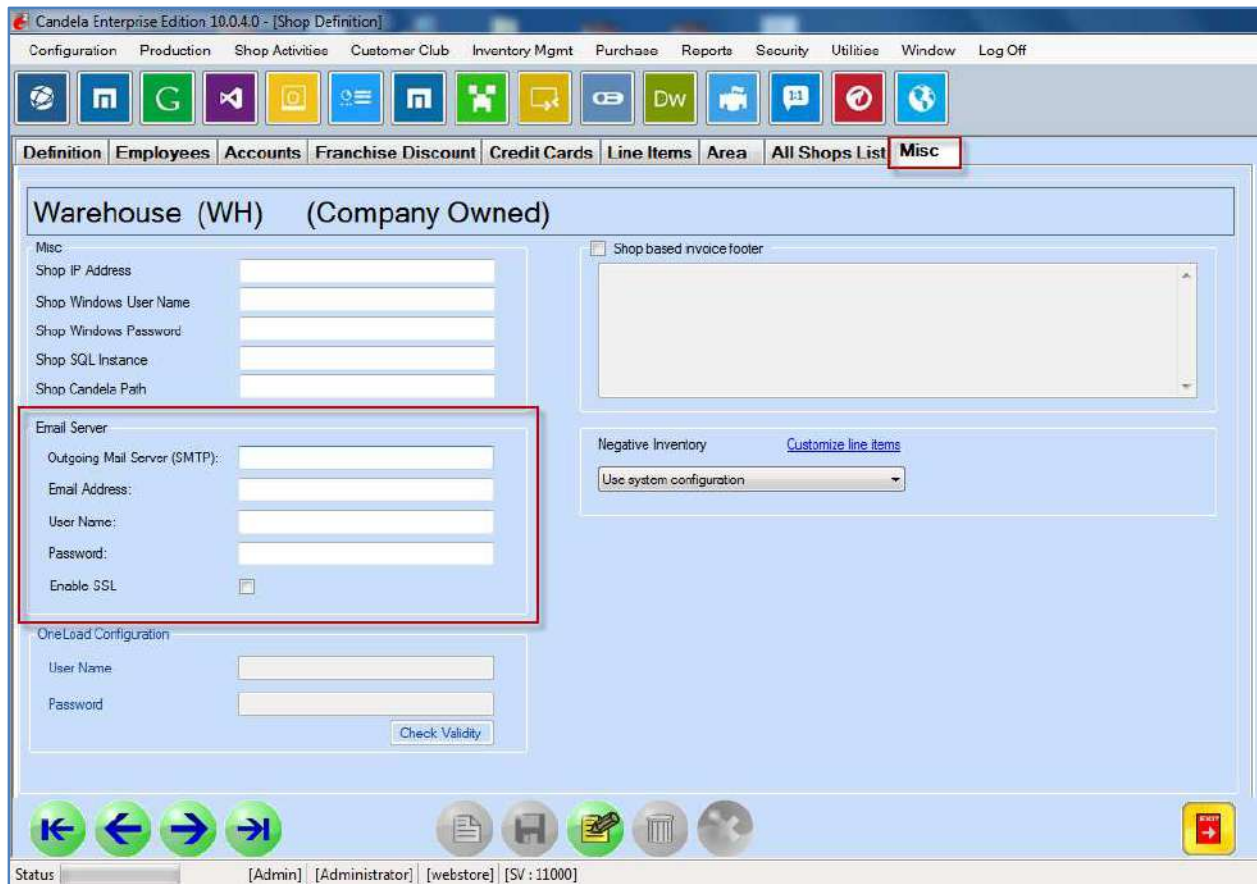
Shop base email configuration for Enterprise and Professional users

Configuration > shop definition > Misc. tab

Select shop on general tab and go to Misc. tab. Enter the email credentials here for each shop and update.

This option is used for separate email configuration for each shop by the admin/Head office.

If any shop is not using this option, the default email configuration will be valid for all shops.



Replicated shops/ Franchises (shops) can also configure email at shops.

Utilities> Setup and Configuration> Shop Configuration

- Email configuration tab is only enabled for replicated shops
- Replicated shop user can enter credentials and update this screen and use all email sending facilities that are discussed above.

Candela Enterprise Edition 10.0.40 - [Shop Configurations]

Production Shop Activities Purchase Reports Utilities Window Log Off

Shop Device Configuration Shop Email Configuration

Outgoing Mail Server (SMTP):
Email Address:
User Name:
Password:
Enable SSL

⏪ ⏩ ⏴ ⏵ 📄 🏠 📝 🗑️ 🔄

Status [Uamen User] | [Sales Shops] | [Release_11000] | [SV:11000] EXIT