



Email from Debtors

New Feature Documentation

What does it do?

The Debtors screen now allows you to email your clients their Statements and Invoices direct from the software.

How do I set it up?

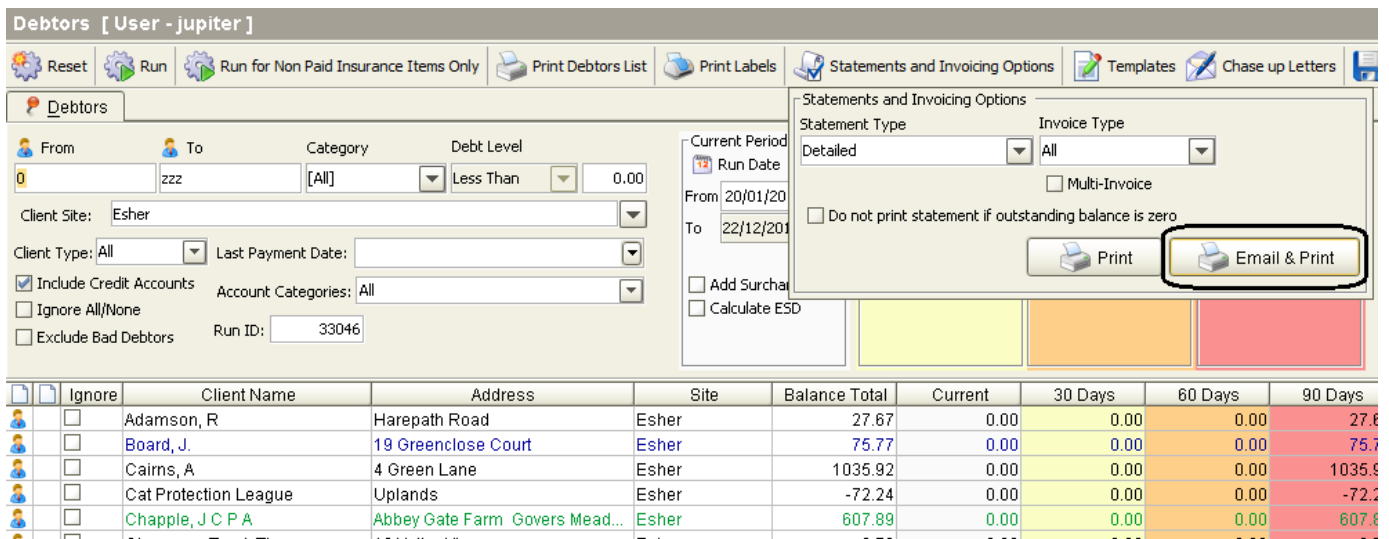
The practice need to have email functionality available, if you do not have this then please contact Sales.

Please call 0845 2000 725 or email sales@vetspace.com

As long as you have your clients email addresses and the email module then you are ready to go.

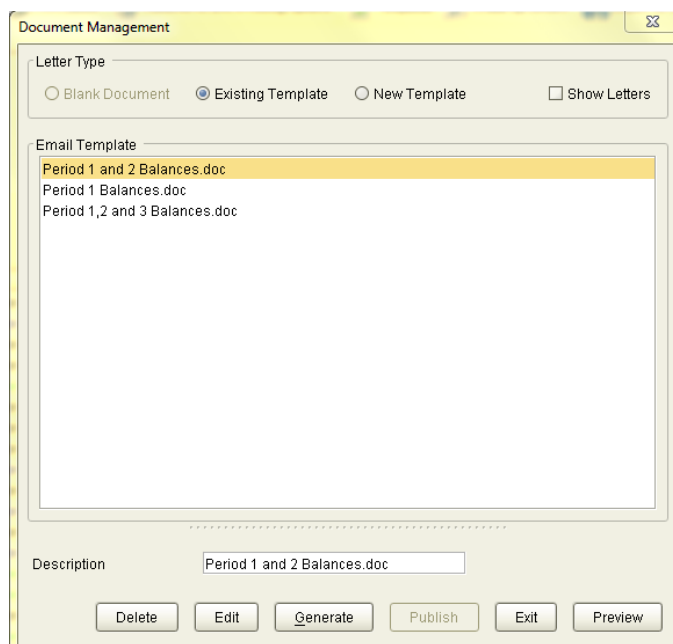
How do I use it?

From the debtor's screen, run your debtors as normal and select the "Statement and Invoicing Options" button. Once the required statement and/or invoice has been selected then click the "Email & Print" button.

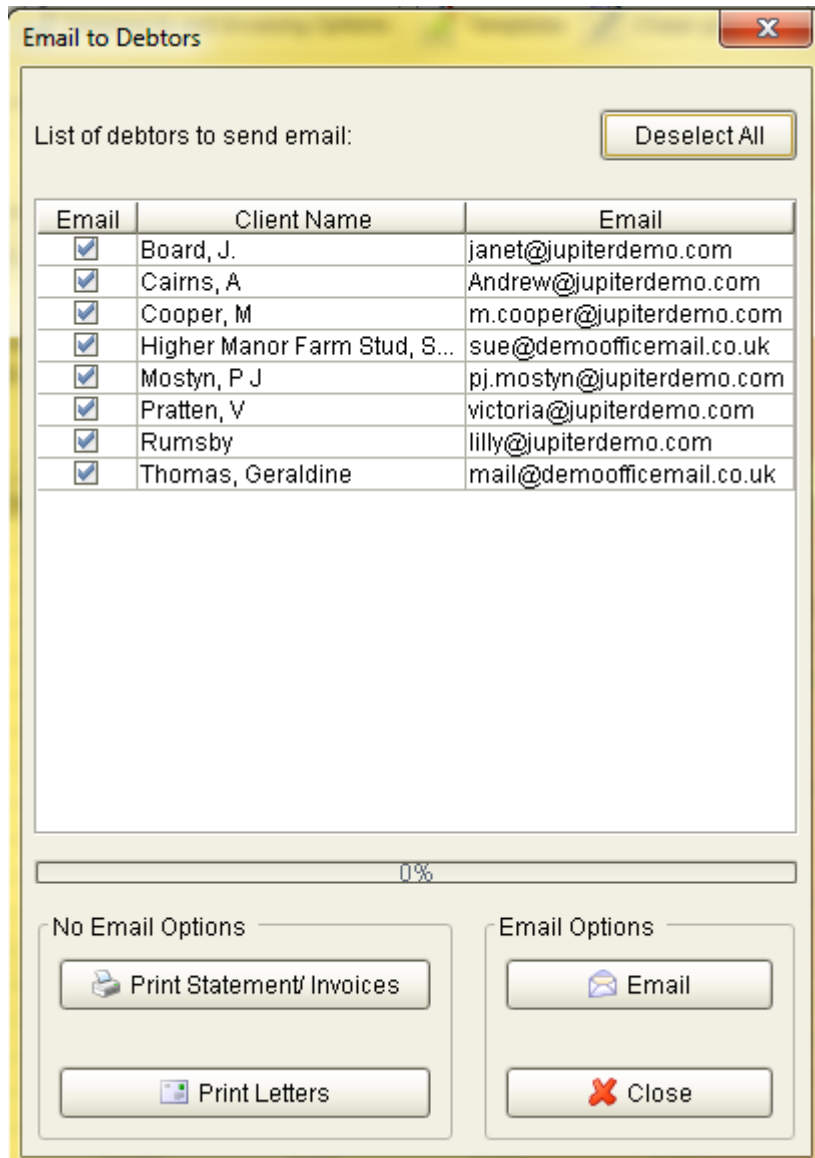


Ignore	Client Name	Address	Site	Balance Total	Current	30 Days	60 Days	90 Days
<input type="checkbox"/>	Adamson, R	Harepath Road	Esher	27.67	0.00	0.00	0.00	27.67
<input type="checkbox"/>	Board, J.	19 Greenclose Court	Esher	75.77	0.00	0.00	0.00	75.77
<input type="checkbox"/>	Cairns, A	4 Green Lane	Esher	1035.92	0.00	0.00	0.00	1035.92
<input type="checkbox"/>	Cat Protection League	Uplands	Esher	-72.24	0.00	0.00	0.00	-72.24
<input type="checkbox"/>	Chapple, J C P A	Abbey Gate Farm Govers Mead...	Esher	607.89	0.00	0.00	0.00	607.89

After selecting the 'Email & Print' button, select the required letter template from the Document Management window and click "Generate".




The next prompt will show you the valid email addresses, from here use the “Email options” buttons to email clients with valid email addresses, for all other clients use the “No Email options”



I don't want to use this feature yet.

Don't worry, this feature is not an automated process. When the practice is ready to start using this feature, they can follow the above steps.

