



Email Functionality - Improvements

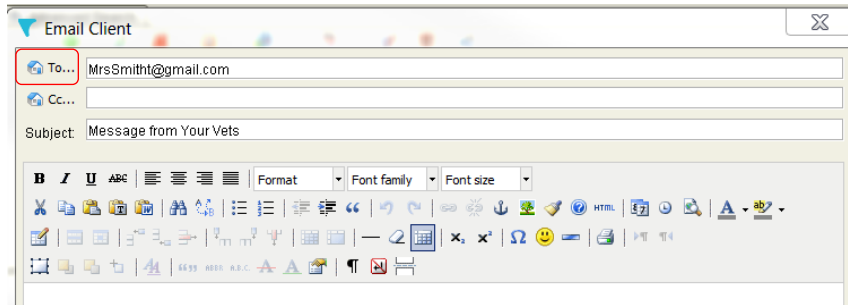
2.7 New Feature Documentation

What is it?

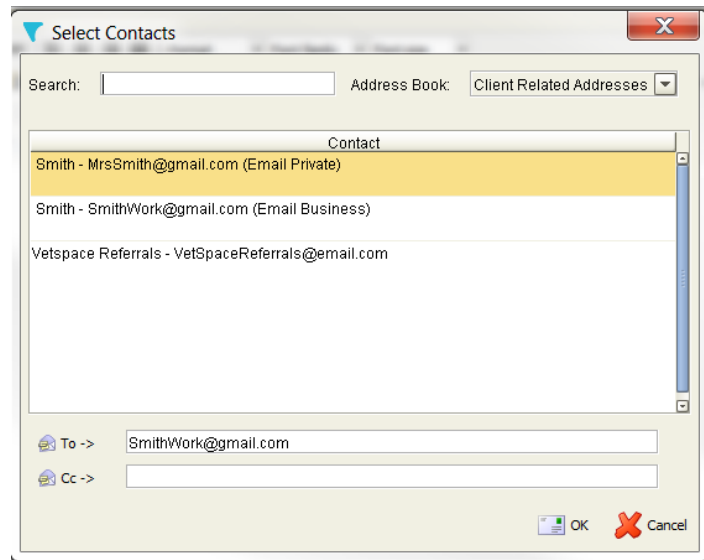
Improvements have been made to the Email functionality within the system in order to improve communication from Voyager.

Email contact list

When sending an email to a client, you are now able to select from a contact list by selecting the 'To' or 'Cc' option in the email window.



A list of email addresses related to the client will display (Client email addresses and Patient's registered Referral practices).



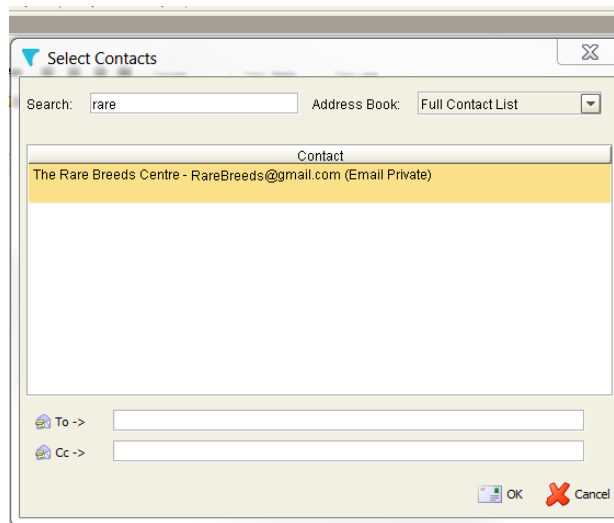
You can then change this list by using the address book filter.

Filter options are as below:



Option	Description
Client Related Addresses	Displays Email addresses relevant to the client.
Full Referral Contact	Displays all referral email Contact Details
Full Contact List	Displays all contact email addresses for contacts registered in Marketing > Contacts

You can search for an email address using any part of the text (name, practice, email, etc) by using the search bar provided.



You are able to select multiple email addresses which can be added to the To Field or CC field.



Convert docs to pdf

All documents attached to emails are now converted to pdf format during the send process. This is to protect the documents from being edited.

What if I don't want this feature?

This functionality can be enabled / disabled from Utilities > System > Defaults > Email Tab.

Convert Microsoft Word format to pdf during email process