HOW TO SEND EMAIL IN BILLING REGISTER?

REQUIREMENTS

- You can send email through Microsoft Outlook or through Email Server configuration in Billing Register.

- You need to have a registered domain with email address (available with the hosting package when you purchase hosting for the domain/website) to be able to send email through the email server in Billing Register.

- Email Server must already be properly set up before sending email in Billing Register.
  Please refer to the Help Docs section of our website for detailed instructions on *HOW TO SET UP EMAIL SERVER IN BILLING REGISTER?*

AKSHAY GENERAL STORE PVT. LTD.
User: Akshay Singh
Database Path: D:\Billing Register\Database_BR.accdb

BILLING REGISTER

Financial Year 2022-2023
01-04-2022 To 31-03-2023

Change Financial Year | About

Search forms here

- Sales
- Customers
- Purchases
- Suppliers
- Inventory
- Production
- Labels/Stickers
- Accounting
- Statutory Reports
- Marketing
- Administrative Tasks
- Statutory Master Data
- General Settings
- General Master Data
- Organization

Click on Marketing menu button

Holidays :

Holiday Name	Date	Refresh

Check Invalid Records

Events/Reminders

AKSHAY GENERAL STORE PVT. LTD.
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BILLING REGISTER

Financial Year 2022-2023
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- Statutory Reports
- Marketing
  - Leads
  - Opportunities
  - Channel Sales Partners
  - Bulk Marketing Groups
  - Send Messages
  - Sent Messages Log
  - Wishes Templates
  - Message Templates
  - Email Servers
  - SMS Gateway Providers
  - Exclude Contacts
- Administrative Tasks
- Statutory Master Data

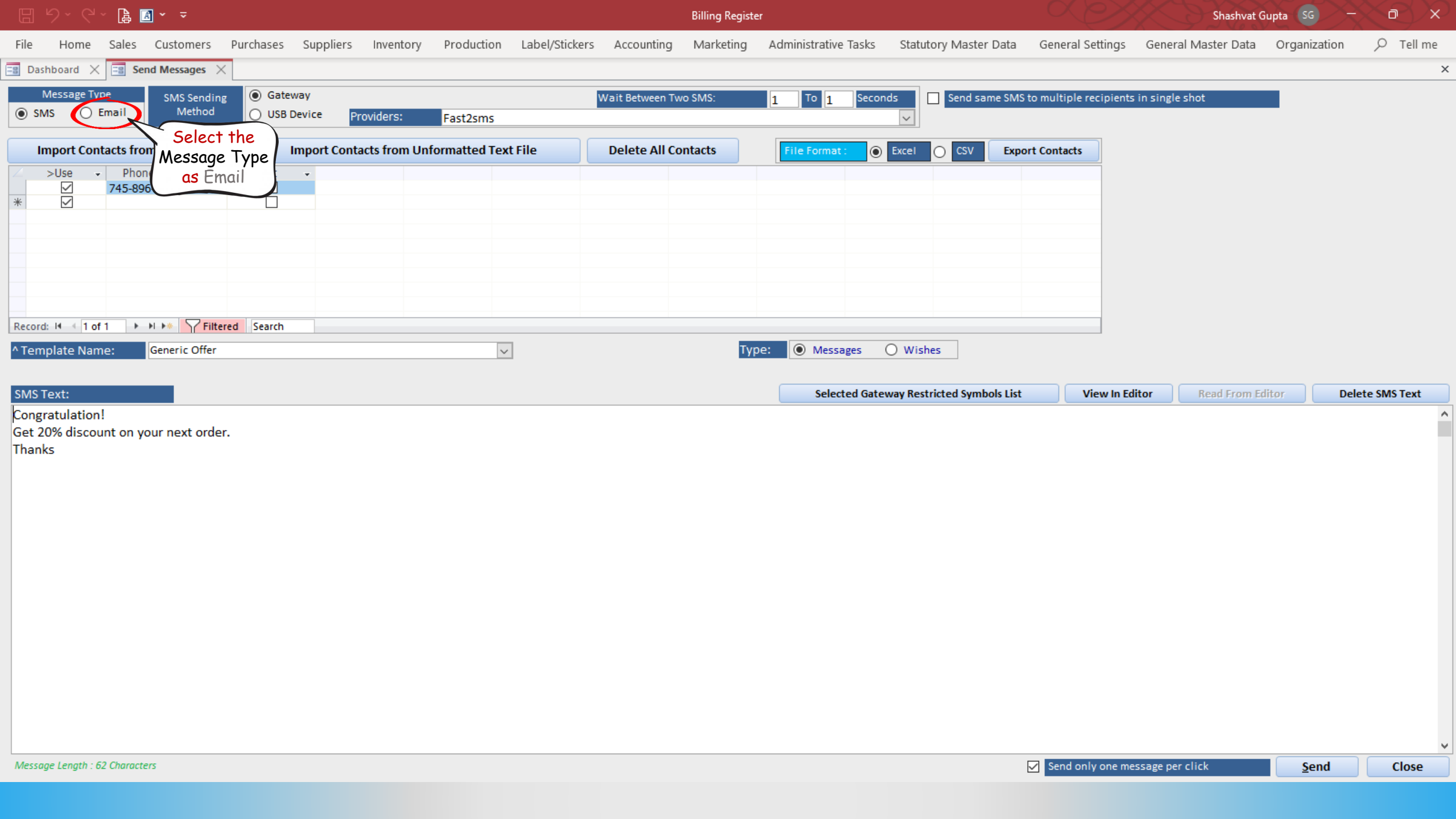
Click on Send Messages button

Holidays :

Holiday Name	Date	Refresh

Check Invalid Records

Events/Reminders


Billing Register
Shashvat Gupta
File Home Sales Customers Purchases Suppliers Inventory Production Label/Stickers Accounting Marketing Administrative Tasks Statutory Master Data General Settings General Master Data Organization Tell me
Dashboard
Send Messages
Message Type
SMS
Email
SMS Sending Method
Gateway
USB Device
Providers:
Fast2sms
Wait Between Two SMS:
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To
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Seconds
Send same SMS to multiple recipients in single shot
Select the Message Type as Email
Import Contacts from
Import Contacts from Unformatted Text File
Delete All Contacts
File Format :
Excel
CSV
Export Contacts
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Record:
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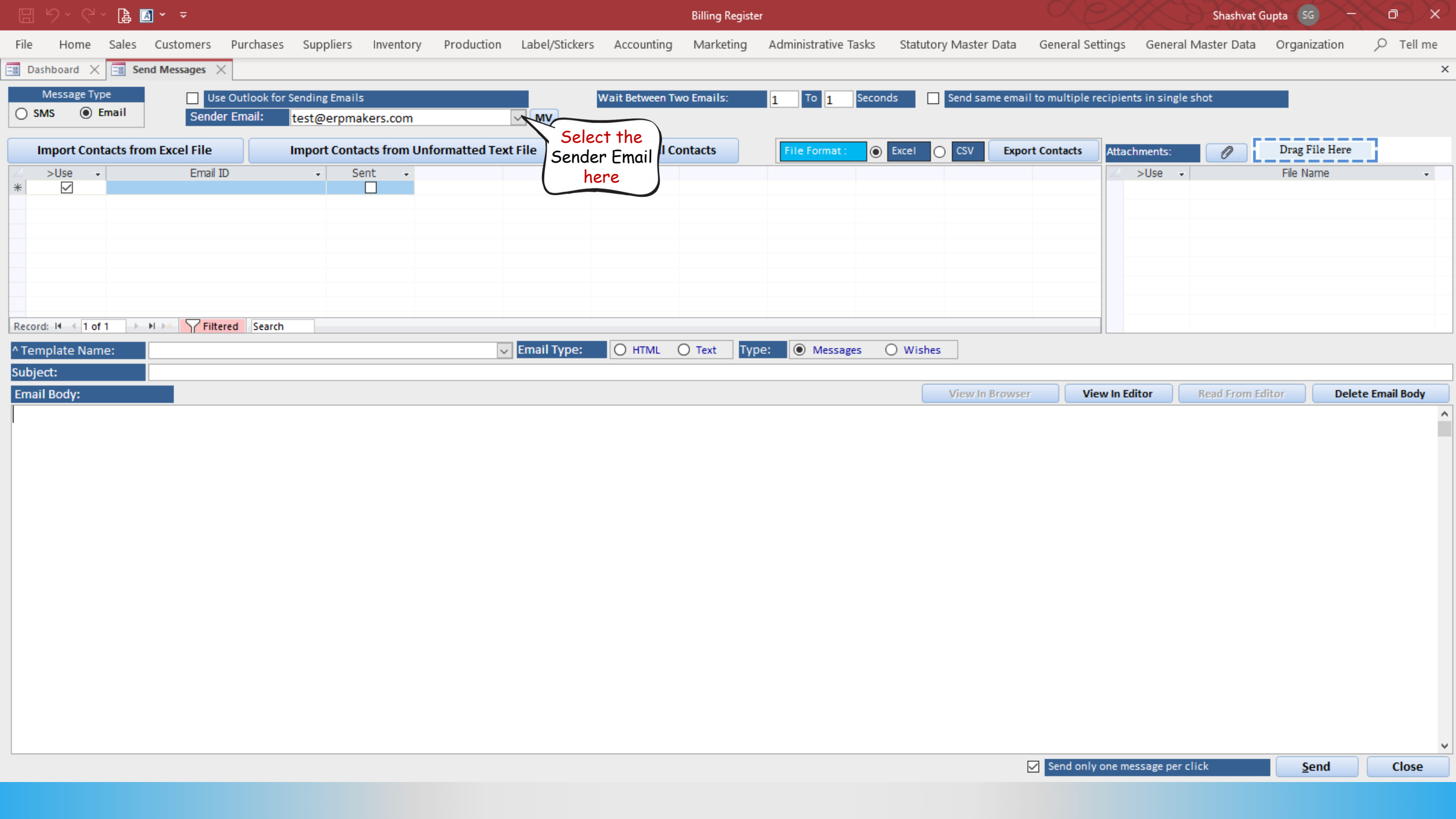
Generic Offer
Type:
Messages
Wishes
SMS Text:
Selected Gateway Restricted Symbols List
View In Editor
Read From Editor
Delete SMS Text
Congratulation!
Get 20% discount on your next order.
Thanks
Message Length : 62 Characters
Send only one message per click
Send
Close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test@erpmakers.com
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Send same email to multiple recipients in single shot
Select the Sender Email here
Import Contacts from Excel File
Import Contacts from Unformatted Text File
l Contacts
File Format :
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Export Contacts
Attachments:
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Email ID
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Record:
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^ Template Name:
Email Type:
HTML
Text
Type:
Messages
Wishes
Subject:
Email Body:
View In Browser
View In Editor
Read From Editor
Delete Email Body
Send only one message per click
Send
Close

Message Type: SMS / Email

Use Outlook for Sending Emails

Sender Email: test@erpmakers.com MV

Wait Between Two Emails: 1 To 1 Seconds

Send same email to multiple recipients in single shot

Import Contacts from Excel File | Import Contacts from Unformatted Text File | Delete All Contacts

File Format : Excel CSV Export Contacts

Attachments: Drag File Here

>Use	Email ID	Sent
☑		☐

Enter the Recipient Email ID(s) here

Record: 1 of 1 Filtered Search

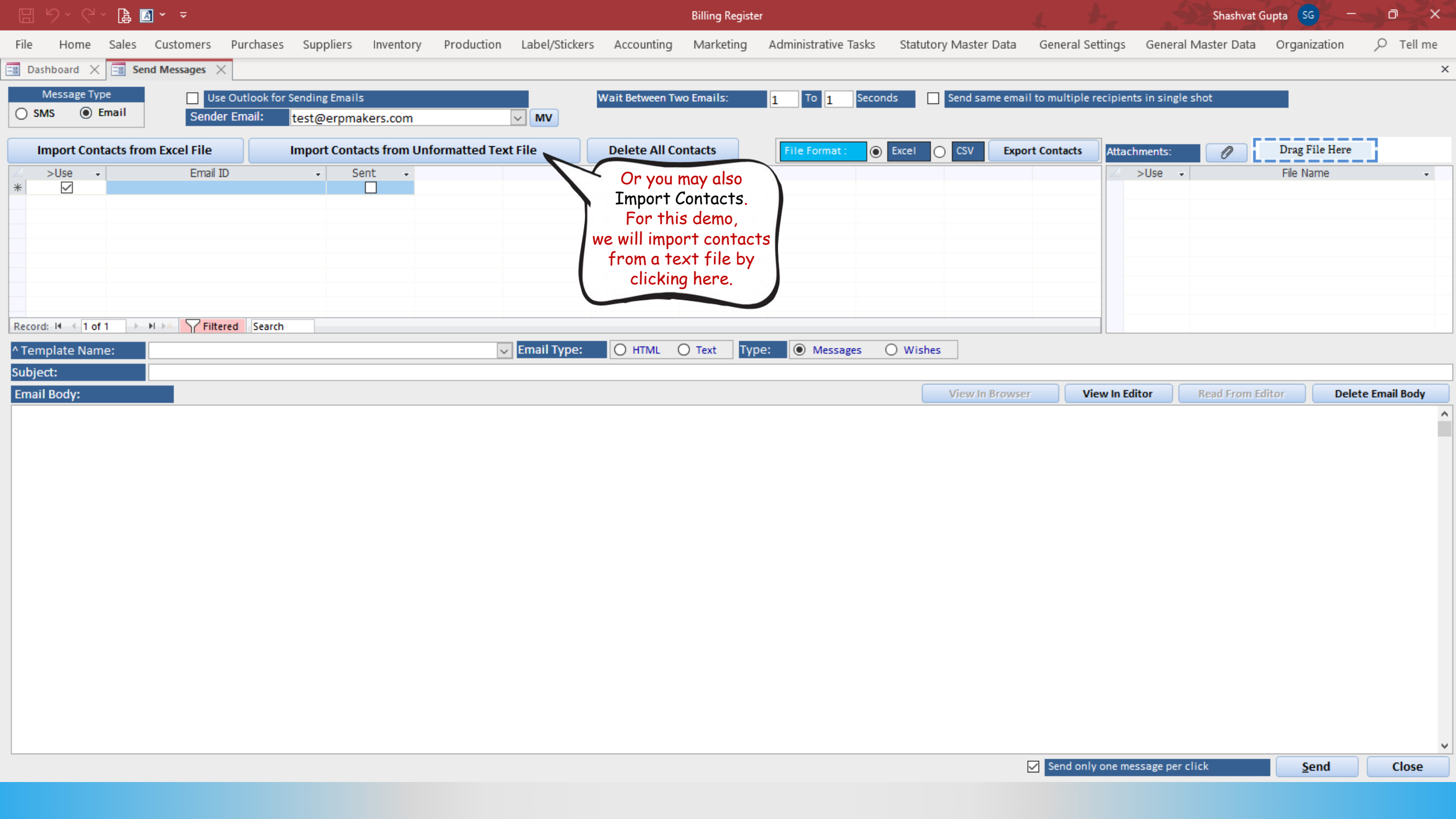
>Use	File Name

^ Template Name: Email Type: HTML Text Type: Messages Wishes

Subject:

Email Body: View In Browser | View In Editor | Read From Editor | Delete Email Body

Send only one message per click Send Close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File Format :
Excel
CSV
Export Contacts
Attachments:
Drag File Here
>Use
Email ID
Sent
>Use
File Name
Record:
1 of 1
Filtered
Search
Or you may also Import Contacts. For this demo, we will import contacts from a text file by clicking here.
^ Template Name:
Email Type:
HTML
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Messages
Wishes
Subject:
Email Body:
View In Browser
View In Editor
Read From Editor
Delete Email Body
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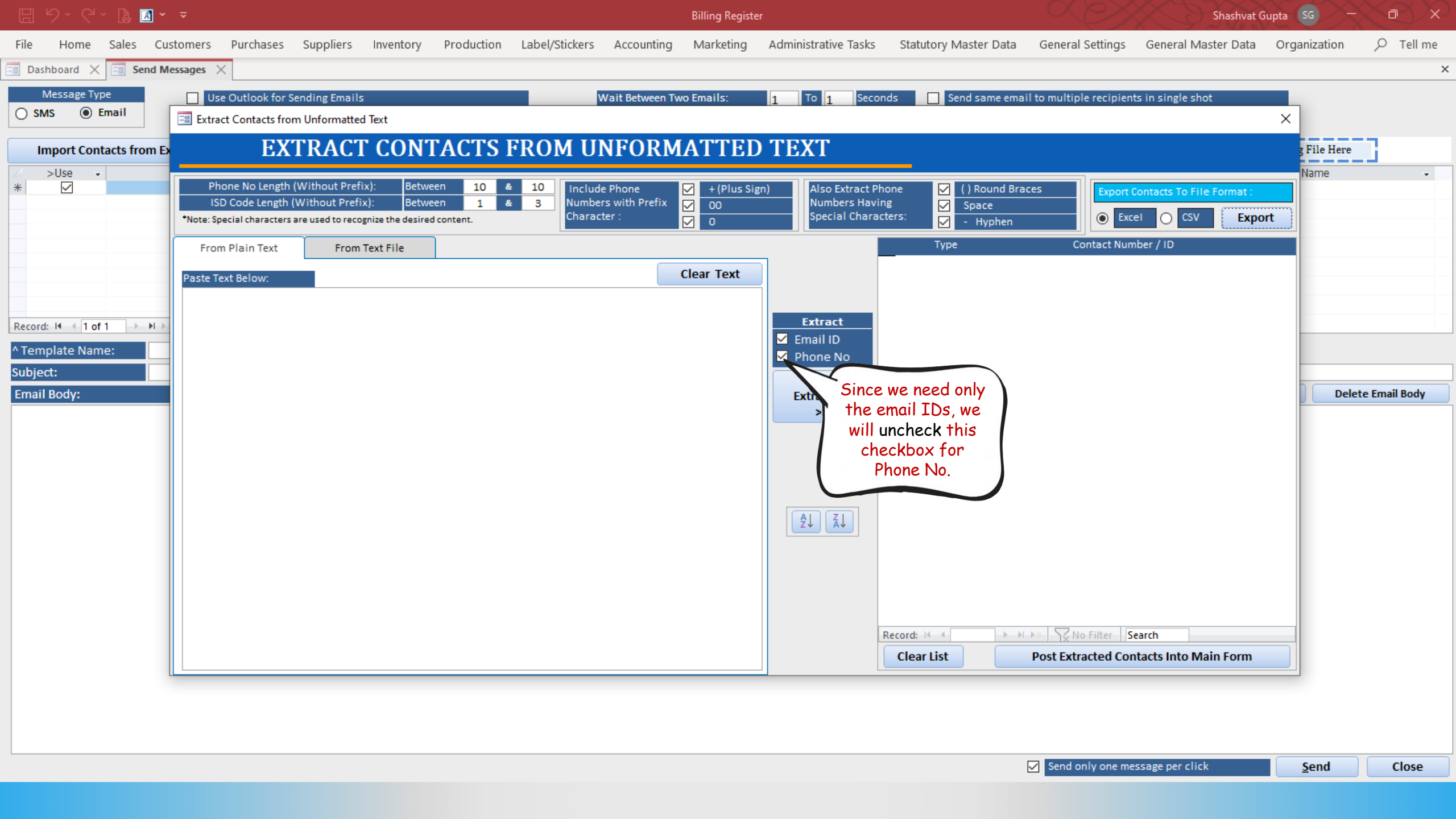
Send
Close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EXTRACT CONTACTS FROM UNFORMATTED TEXT
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*Note: Special characters are used to recognize the desired content.
Include Phone Numbers with Prefix Character :
+ (Plus Sign)
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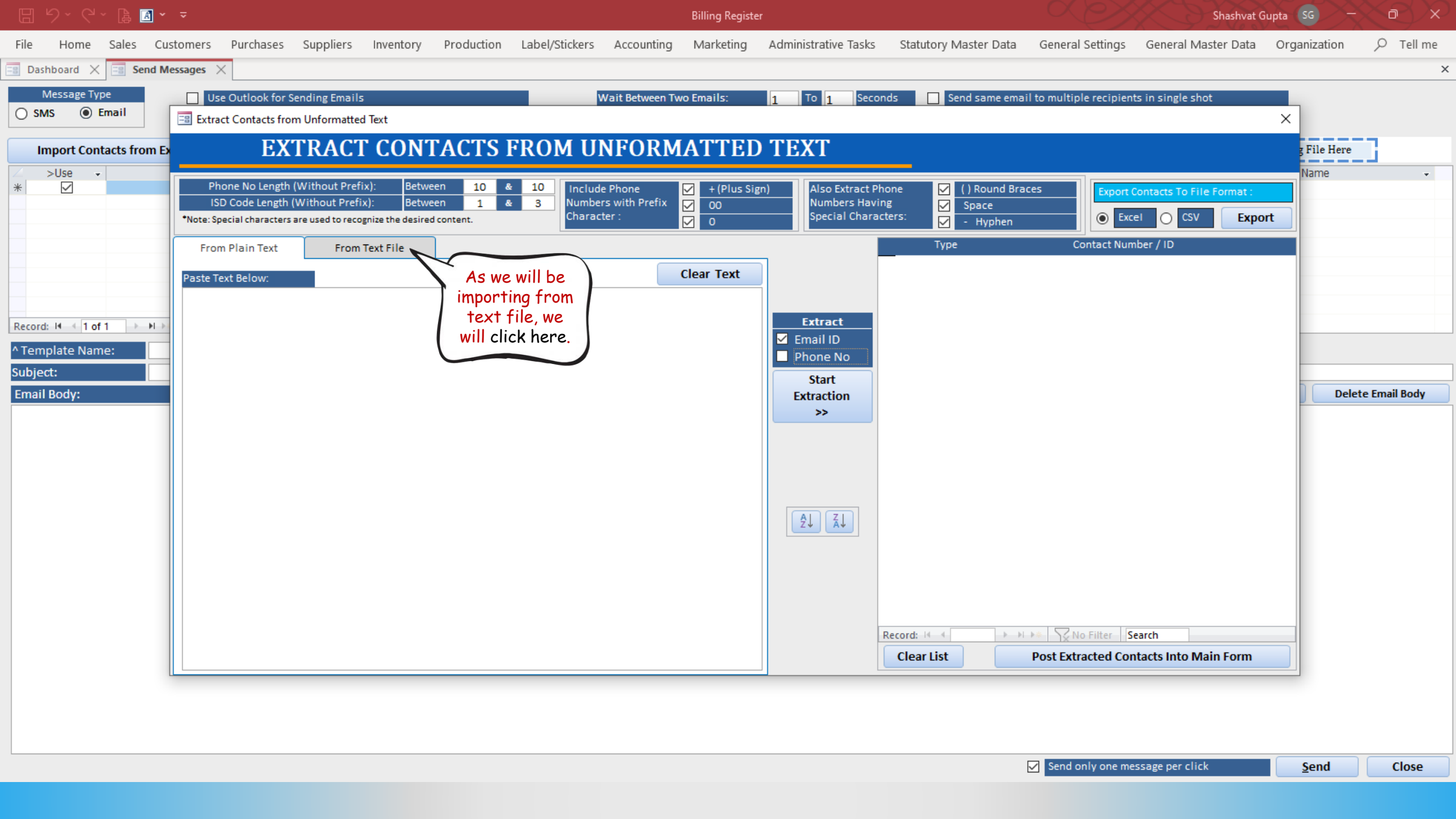
Also Extract Phone Numbers Having Special Characters:
( ) Round Braces
Space
- Hyphen
Export Contacts To File Format :
Excel
CSV
Export
From Plain Text
From Text File
Paste Text Below:
Clear Text
Extract
Email ID
Phone No
Type
Contact Number / ID
Since we need only the email IDs, we will uncheck this checkbox for Phone No.
Record:
No Filter
Search
Clear List
Post Extracted Contacts Into Main Form
Delete Email Body
Send only one message per click
Send
Close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Email Body:
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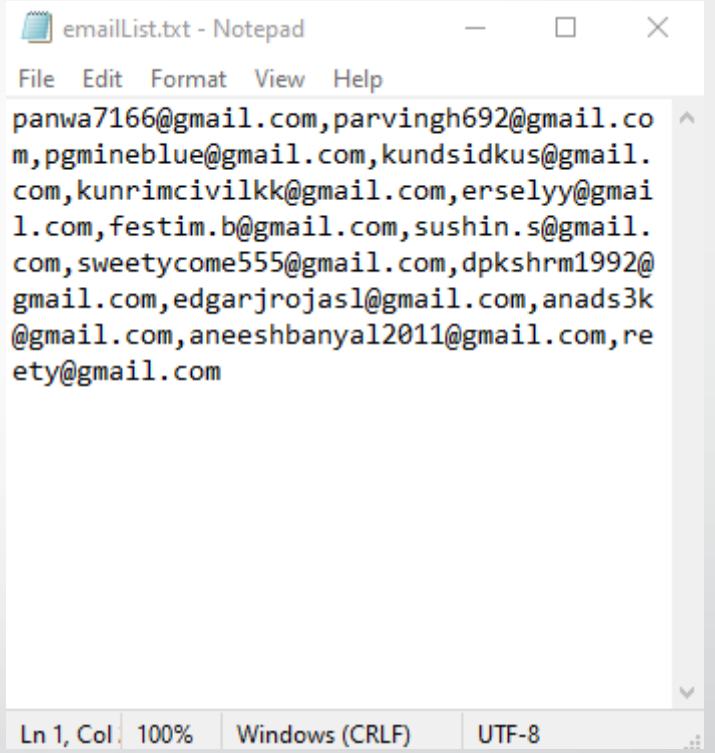
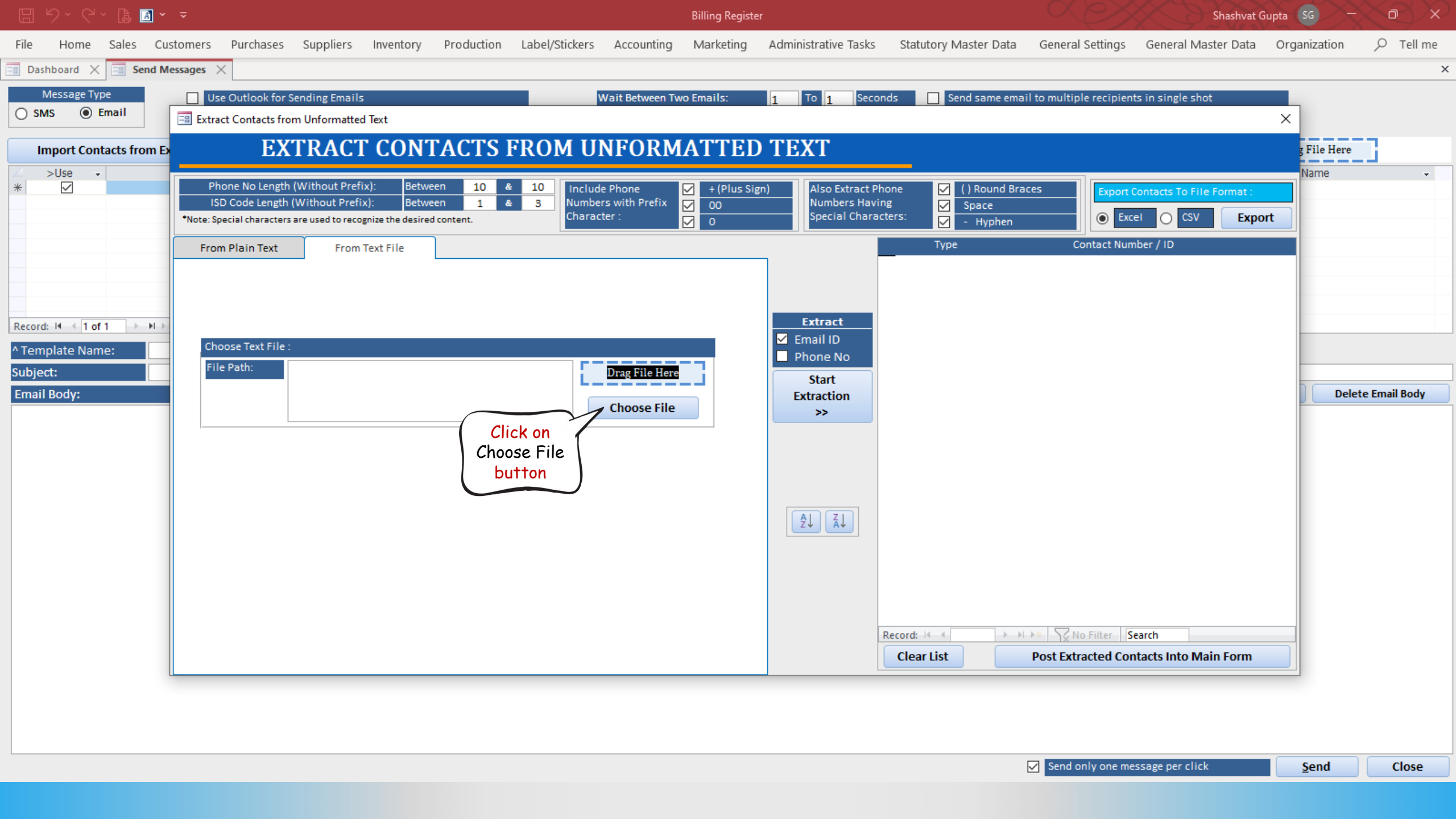
Export Contacts To File Format :
Excel
CSV
Export
From Plain Text
From Text File
Paste Text Below:
Clear Text
As we will be importing from text file, we will click here.
Extract
Email ID
Phone No
Start Extraction >>
Type
Contact Number / ID
Record:
No Filter
Search
Clear List
Post Extracted Contacts Into Main Form
Delete Email Body
Send only one message per click
Send
Close

This is a snapshot of the text file containing the email IDs. We are going to import this file.

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Subject:
Email Body:
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Phone No Length (Without Prefix):
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ISD Code Length (Without Prefix):
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Include Phone Numbers with Prefix Character :
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Also Extract Phone Numbers Having Special Characters:
( ) Round Braces
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Export Contacts To File Format :
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File Path:
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Email ID
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Type
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No Filter
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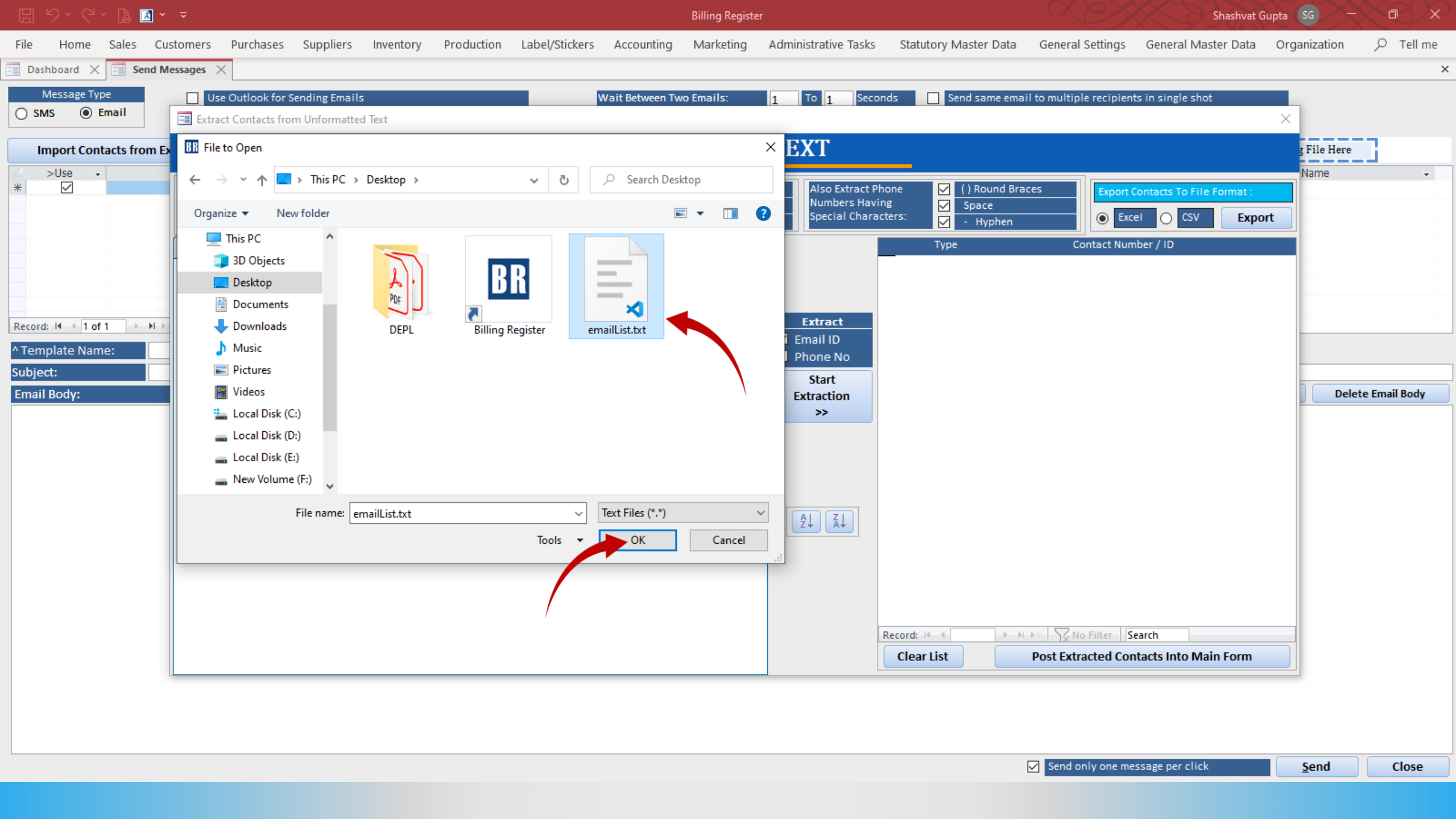
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New folder
This PC
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Pictures
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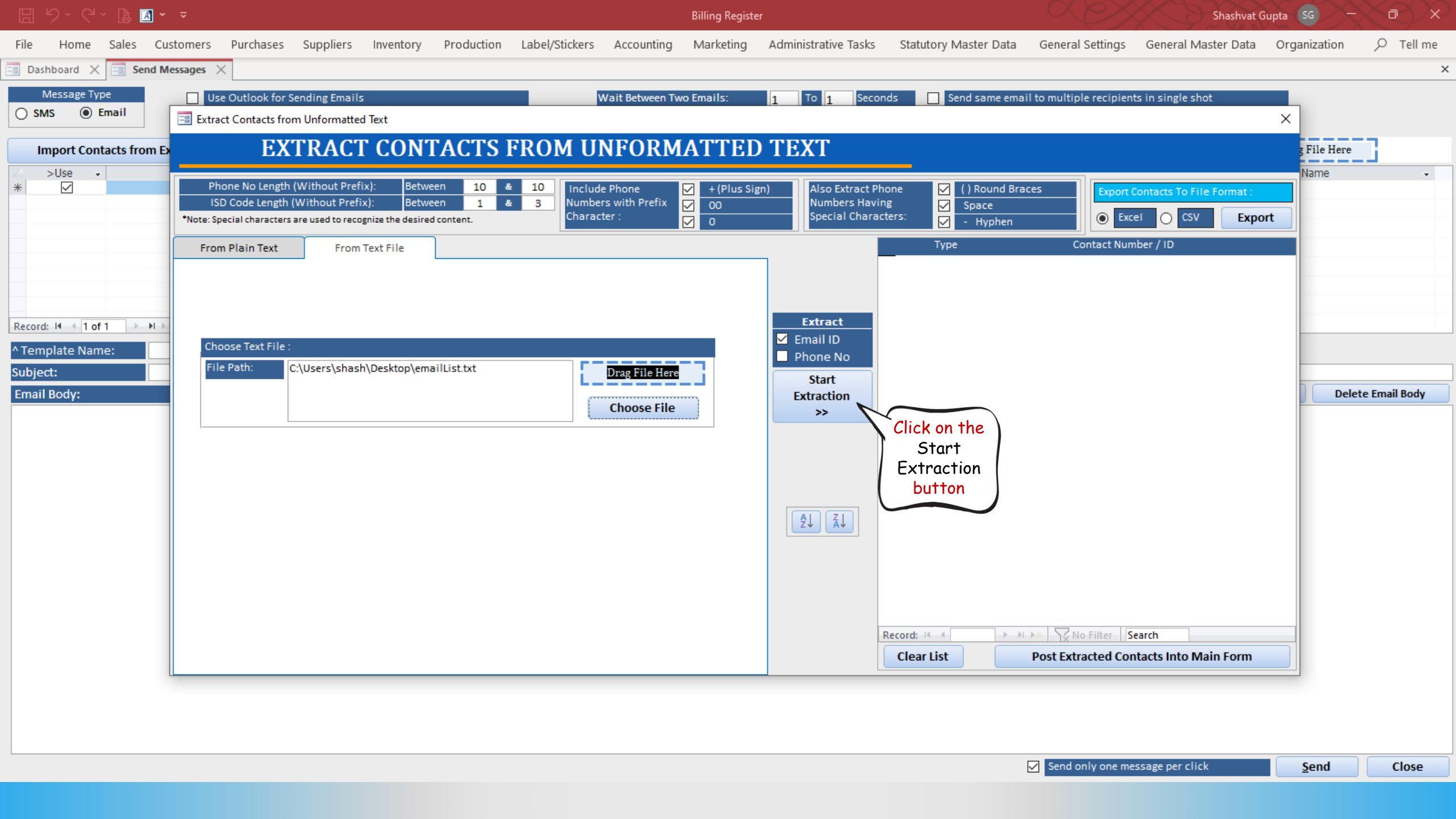
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Export Contacts To File Format :
Excel
CSV
Export
From Plain Text
From Text File
Choose Text File :
File Path:
C:\Users\shash\Desktop\emailList.txt
Drag File Here
Choose File
Extract
Email ID
Phone No
Start Extraction >>
Type
Contact Number / ID
Click on the Start Extraction button
Record:
No Filter
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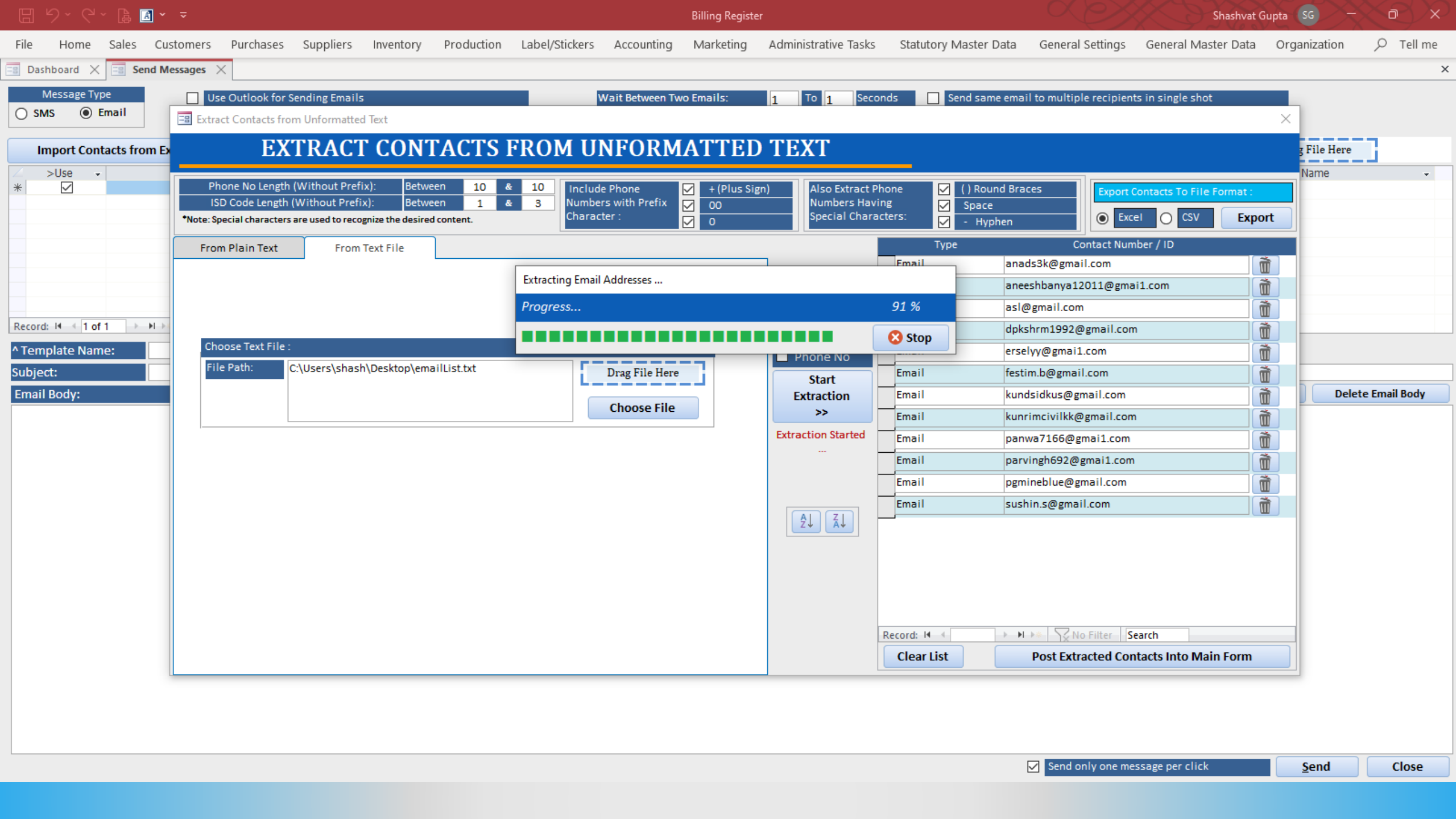
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From Plain Text
From Text File
Extracting Email Addresses ...
Progress... 91 %
Stop
Choose Text File :
File Path:
C:\Users\shash\Desktop\emailList.txt
Drag File Here
Choose File
Phone No
Start Extraction >>
Extraction Started
Type
Contact Number / ID
Email anads3k@gmail.com
aneeshbanya12011@gmai1.com
asl@gmail.com
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Email pgmineblue@gmail.com
Email sushin.s@gmail.com
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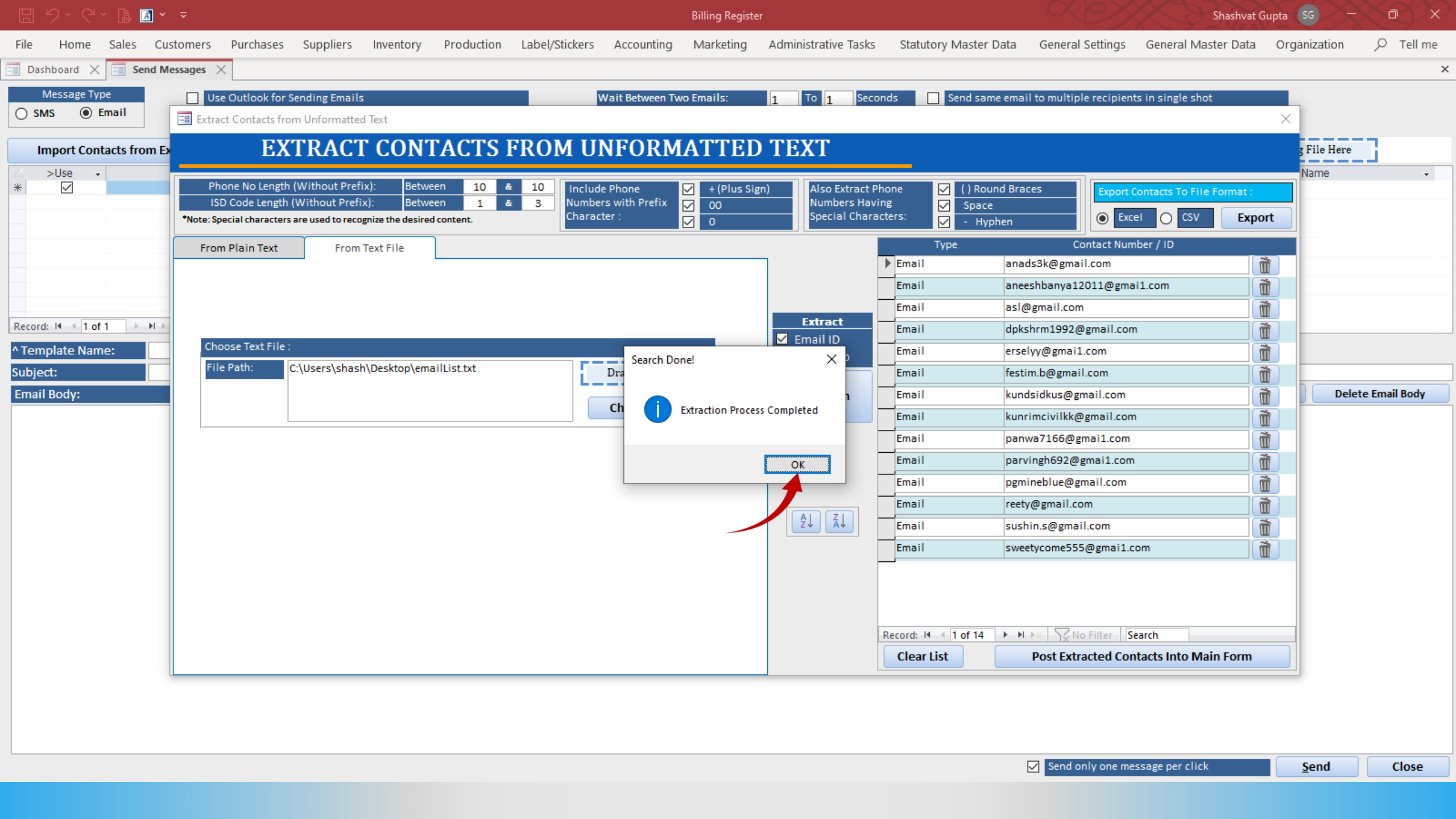
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Choose Text File :
File Path:
C:\Users\shash\Desktop\emailList.txt
Extract
Email ID
Search Done!
Extraction Process Completed
OK
Type
Contact Number / ID
Email anads3k@gmail.com
Email aneeshbanya12011@gmai1.com
Email asl@gmail.com
Email dpkshrm1992@gmail.com
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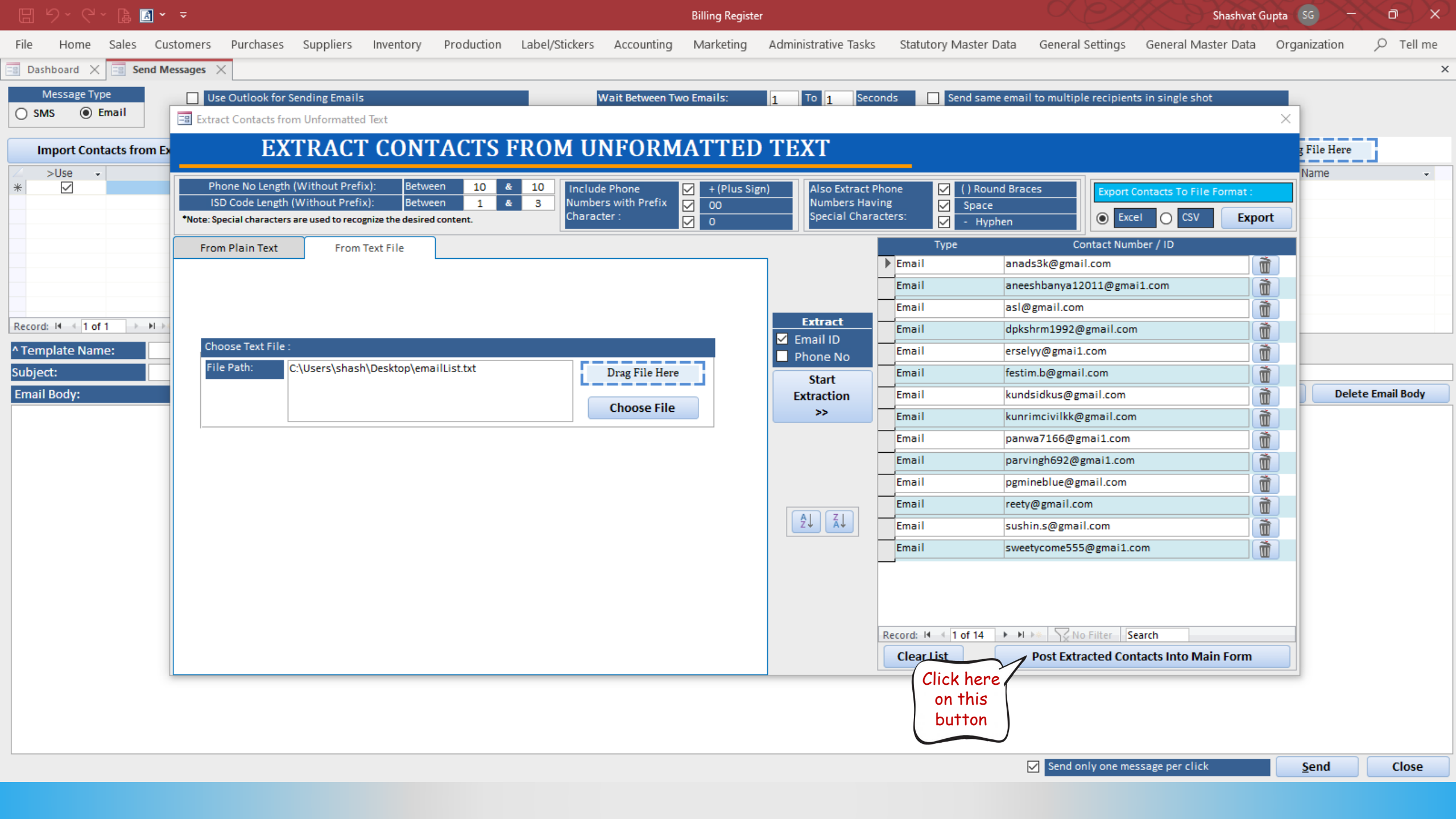
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Email reety@gmail.com
Email sushin.s@gmail.com
Email sweetycome555@gmai1.com
Record: 1 of 14
No Filter
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Clear List
Post Extracted Contacts Into Main Form
Click here on this button
Record: 1 of 1
Template Name:
Subject:
Email Body:
Delete Email Body
Send only one message per click
Send
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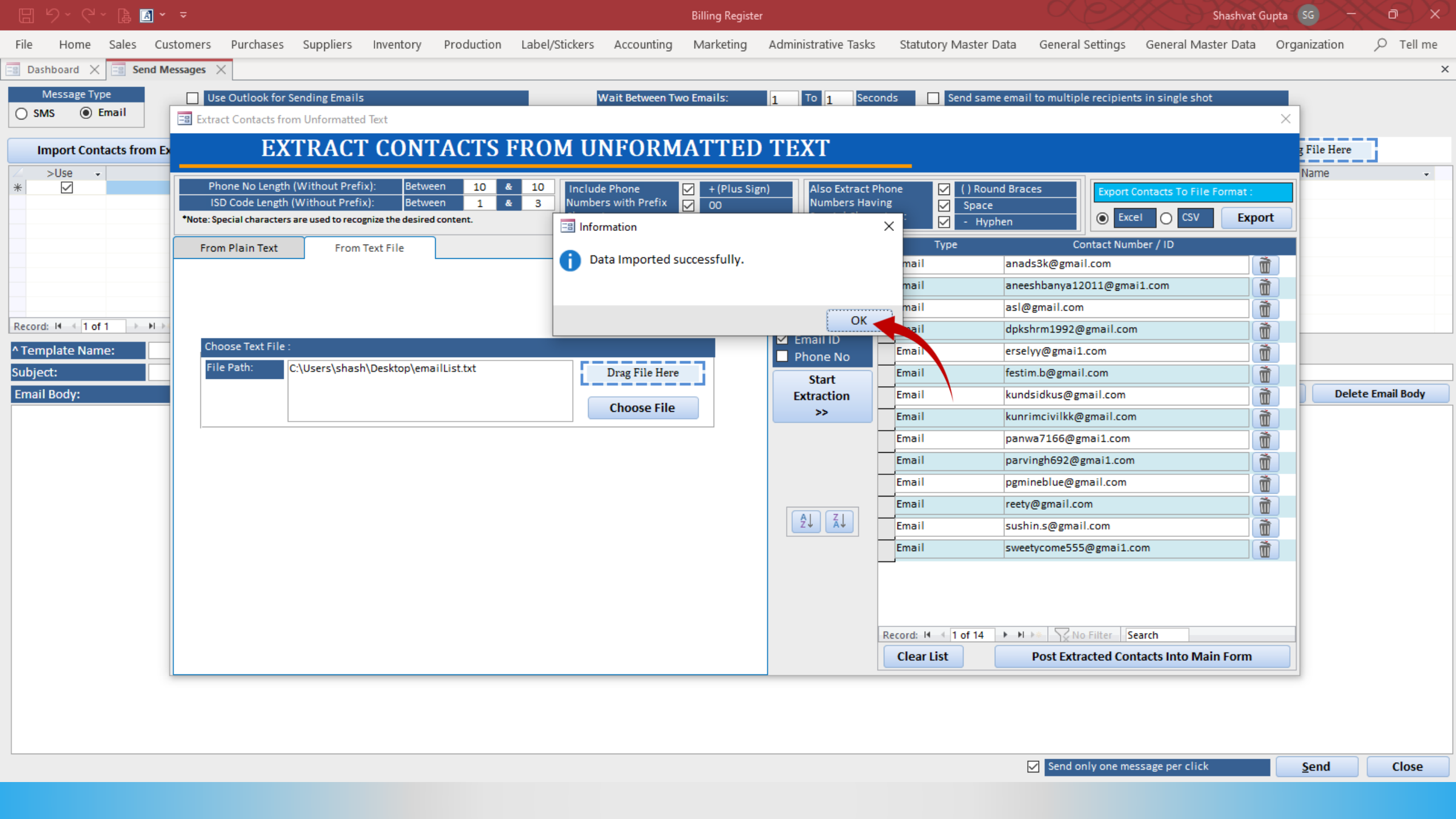
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Type
Contact Number / ID
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Email asl@gmail.com
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Email Body:
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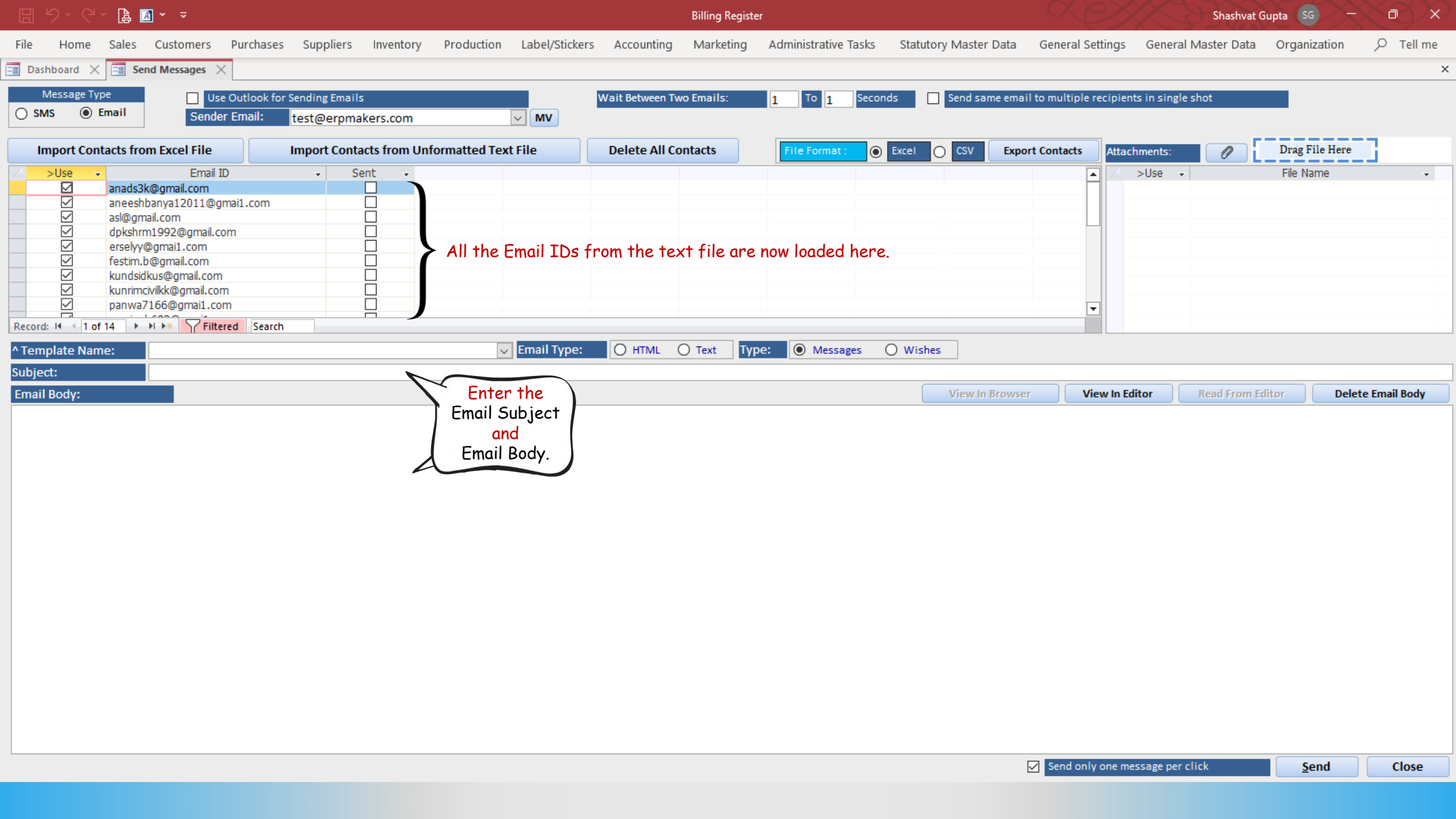
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File Format :
Excel
CSV
Export Contacts
Attachments:
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aneeshbanya12011@gmail1.com
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dpkshrm1992@gmail.com
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festim.b@gmail.com
kundsidkus@gmail.com
kunrimcivilkk@gmail.com
panwa7166@gmail1.com
All the Email IDs from the text file are now loaded here.
Record: 1 of 14
Filtered
Search
>Use
File Name
^ Template Name:
Email Type:
HTML
Text
Type:
Messages
Wishes
Subject:
Email Body:
Enter the Email Subject and Email Body.
View In Browser
View In Editor
Read From Editor
Delete Email Body
Send only one message per click
Send
Close

Message Type: (•) SMS ( ) Email

[ ] Use Outlook for Sending Emails

Sender Email: test@erpmakers.com [MV]

Wait Between Two Emails: 1 To 1 Seconds

[ ] Send same email to multiple recipients in single shot

Import Contacts from Excel File | Import Contacts from Unformatted Text File | Delete All Contacts

File Format : (•) Excel ( ) CSV | Export Contacts

Attachments: | Drag File Here

>Use	Email ID	Sent
☑	anads3k@gmail.com	☐
☑	aneeshbanya12011@gmail.com	☐
☑	asl@gmail.com	☐
☑	dpkshrm1992@gmail.com	☐
☑	erselyy@gmail.com	☐
☑	festim.b@gmail.com	☐
☑	kundsidkus@gmail.com	☐
☑	kunrimcivilkk@gmail.com	☐
☑	panwa7166@gmail.com	☐

Record: 1 of 14 | Filtered | Search

>Use	File Name

^ Template Name:

Email Type: ( ) HTML (•) Text

Type: (•) Messages ( ) Wishes

Subject: Clearance Sale - upto 80% off

Email Body: | View In Browser | View In Editor | Read From Editor | Delete Email Body

Hi,
Clearance sale is back!
Get upto 80% off on all Hurry! Offer valid till Independence Day!

Click on Send button to send the email

[☑] Send only one message per click | Send | Close

Message Type: (•) SMS ( ) Email

[ ] Use Outlook for Sending Emails

Sender Email: test@erpmakers.com [MV]

Wait Between Two Emails: 1 To 1 Seconds

[ ] Send same email to multiple recipients in single shot

[Import Contacts from Excel File] [Import Contacts from Unformatted Text File] [Delete All Contacts]

File Format : (•) Excel ( ) CSV [Export Contacts]

Attachments: [Drag File Here]

>Use	Email ID	Sent
☑	anads3k@gmail.com	☐
☑	aneeshbanya12011@gmail.com	☐
☑	asl@gmail.com	☐
☑	dpkshrm1992@gmail.com	☐
☑	erselyy@gmail.com	☐
☑	festim.b@gmail.com	☐
☑	kundsidkus@gmail.com	☐
☑	kunrimcivilkk@gmail.com	☐
☑	panwa7166@gmail.com	☐

Record: 1 of 14 Filtered Search

>Use	File Name

^ Template Name:

Email Type: ( ) HTML (•) Text

Type: (•) Messages ( ) Wishes

Subject: Clearance Sale - upto 80% off

Email Body: [View In Browser] [View In Editor] [Read From Editor] [Delete Email Body]

Hi,
Clearance sale is back!
Get upto 80% off on all Hurry! Offer valid till Independence Day!

Sender Address : test@erpmakers.com

Current Process : Sending Email

[☑] Send only one message per click [Send] [Stop]

Billing Register

Shashvat Gupta

File | Home | Sales | Customers | Purchases | Suppliers | Inventory | Production | Label/Stickers | Accounting | Marketing | Administrative Tasks | Statutory Master Data | General Settings | General Master Data | Organization | Tell me

Dashboard | Send Messages

Message Type: SMS / Email

Use Outlook for Sending Emails

Sender Email: test@erpmakers.com MV

Wait Between Two Emails: 1 To 1 Seconds

Send same email to multiple recipients in single shot

Import Contacts from Excel File | Import Contacts from Unformatted Text File | Delete All Contacts

File Format : Excel CSV | Export Contacts

Attachments: | Drag File Here

>Use	Email ID	Sent
☑	anads3k@gmail.com	☑
☑	aneeshbanya12011@gmail.com	☑
☑	asl@gmail.com	☐
☑	dpkshrm1992@gmail.com	☐
☑	erselyy@gmail.com	☐
☑	festim.b@gmail.com	☐
☑	kundsidkus@gmail.com	☐
☑	kunrimcivilkk@gmail.com	☐
☑	panwa7166@gmail.com	☐

Record: 2 of 14 | Filtered | Search

>Use	File Name

^ Template Name:

Email Type: HTML Text

Type: Messages Wishes

Subject: Clearance Sale - upto 80% off

Email Body:

View In Browser | View In Editor | Read From Editor | Delete Email Body

Hi,
Clearance sale is back!
Get upto 80% off on all Hurry! Offer valid till Independence Day!

In the free version (or if your paid version license has expired), you can send only one message per click .

Please contact us to buy / renew license for paid version to be able to send the same email to multiple recipients in a single shot.

Email(s) sent successfully.

Send only one message per click | Send | Close