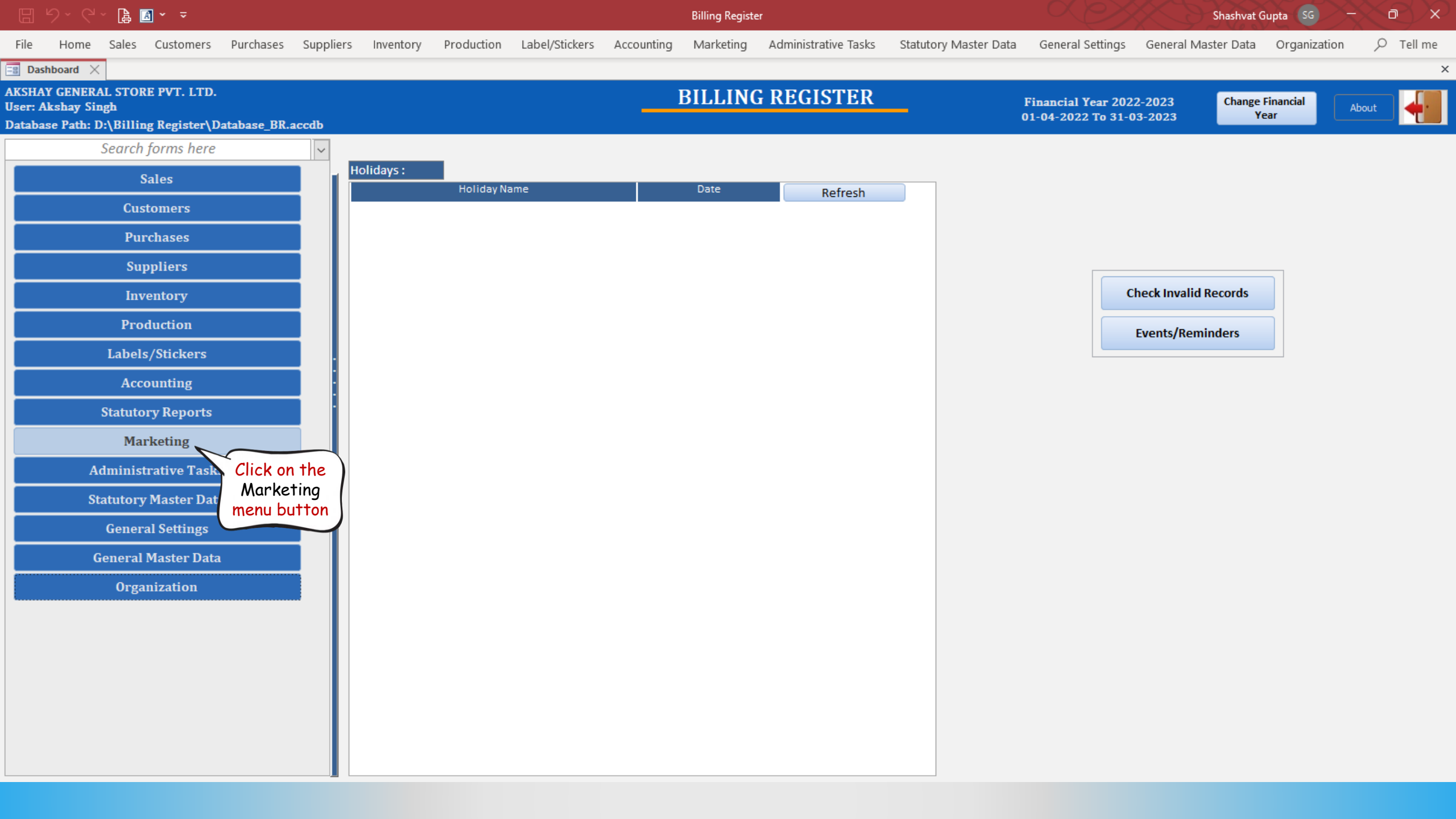
HOW TO SET UP EMAIL SERVER IN BILLING REGISTER?

REQUIREMENTS

- 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.


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
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 Task
Statutory Master Dat
General Settings
General Master Data
Organization
Click on the Marketing menu button
Holidays :
Holiday Name
Date
Refresh
Check Invalid Records
Events/Reminders

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
  - Leads
  - Opportunities
  - Channel Sales Partners
  - Bulk Marketing Groups
  - Send Messages
  - Sent Messages Log
  - Wishes Templates
  - Message Templates
  - Email Servers
  - SMS Gateway Prov
  - Exclude Contacts
- Admin
- Statutory Master Data

Click on the Email Servers button

Holidays :

Holiday Name	Date	Refresh

Check Invalid Records

Events/Reminders

EMAIL SERVERS

Email Server Name

Click here to Unlock the form

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Email Server Name:

^ Description:

Important :

Active:

Domain Name

Record: 1 of 1 No Filter Search

Email Server Configuration Settings:

Incoming Mail Server:

SMTP Server:

IMAP Server Port:

SMTP Server Port:

Connection TimeOut: In Seconds

Use SSL:

Is Paid:

Max Recipients: per email

Note: Leave blank for Unlimited Recipients.

EMAIL SERVERS

Email Server Name

Click here to Add a new Email Server

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Email Server Name:

^ Description:

Important :

Active:

Domain Name

Record: 1 of 1 No Filter Search

Email Server Configuration Settings:

Incoming Mail Server:

SMTP Server:

IMAP Server Port:

SMTP Server Port:

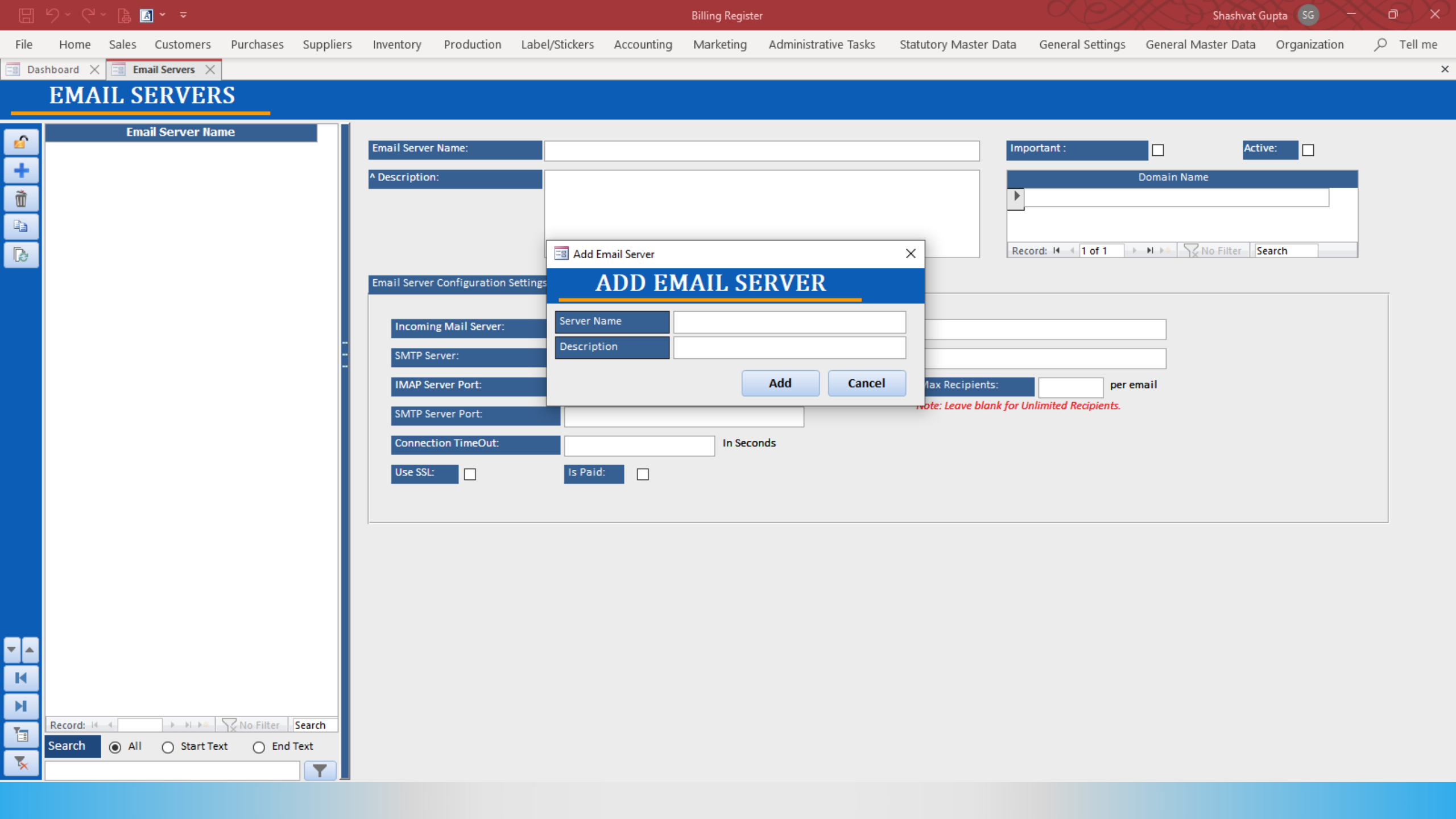
Connection TimeOut: In Seconds

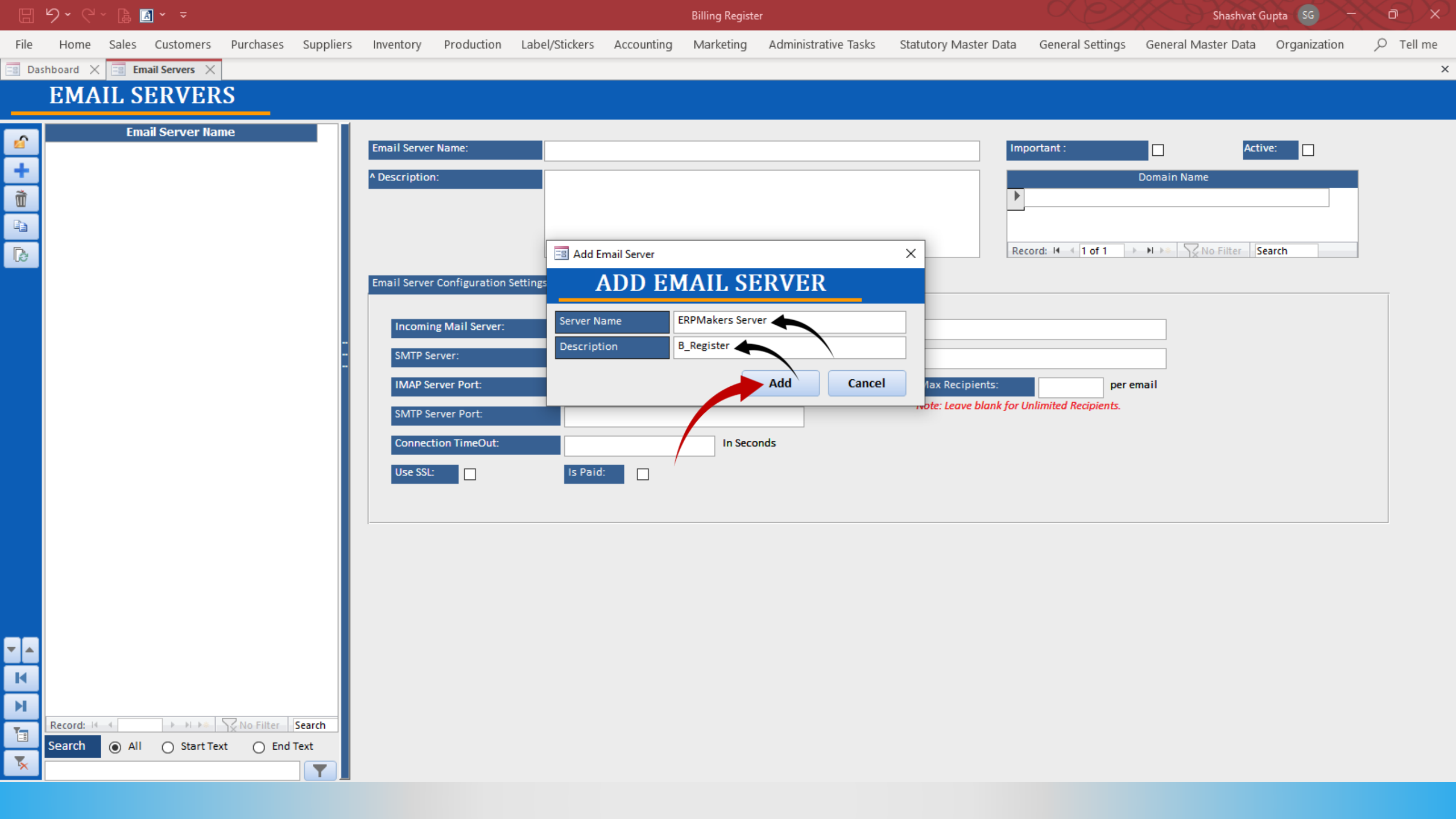
Use SSL:

Is Paid:

Max Recipients: per email

Note: Leave blank for Unlimited Recipients.


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
Email Servers
EMAIL SERVERS
Email Server Name
Email Server Name:
^ Description:
Important :
Active:
Domain Name
Record: 1 of 1
No Filter
Search
Email Server Configuration Settings
Incoming Mail Server:
SMTP Server:
IMAP Server Port:
SMTP Server Port:
Connection TimeOut:
In Seconds
Use SSL:
Is Paid:
Max Recipients:
per email
Note: Leave blank for Unlimited Recipients.
Add Email Server
ADD EMAIL SERVER
Server Name
Description
Add
Cancel
Record:
No Filter
Search
Search
All
Start Text
End Text


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
Email Servers
EMAIL SERVERS
Email Server Name
Email Server Name:
^ Description:
Important :
Active:
Domain Name
Record: 1 of 1 No Filter Search
Email Server Configuration Settings
Incoming Mail Server:
SMTP Server:
IMAP Server Port:
SMTP Server Port:
Connection TimeOut:
In Seconds
Use SSL:
Is Paid:
Max Recipients:
per email
Note: Leave blank for Unlimited Recipients.
Add Email Server
ADD EMAIL SERVER
Server Name
ERPMakers Server
Description
B_Register
Add
Cancel
Record: 1 of 1 No Filter Search
Search
All
Start Text
End Text

EMAIL SERVERS

Email Server Name

ERPMakers Server

Email Server added successfully

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Email Server Name: ERPMakers Server

^ Description: B_Register

Important :

Active:

Domain Name

Record: 1 of 1 No Filter Search

Email Server Configuration Settings:

Incoming Mail Server:

SMTP Server:

IMAP Server Port:

SMTP Server Port:

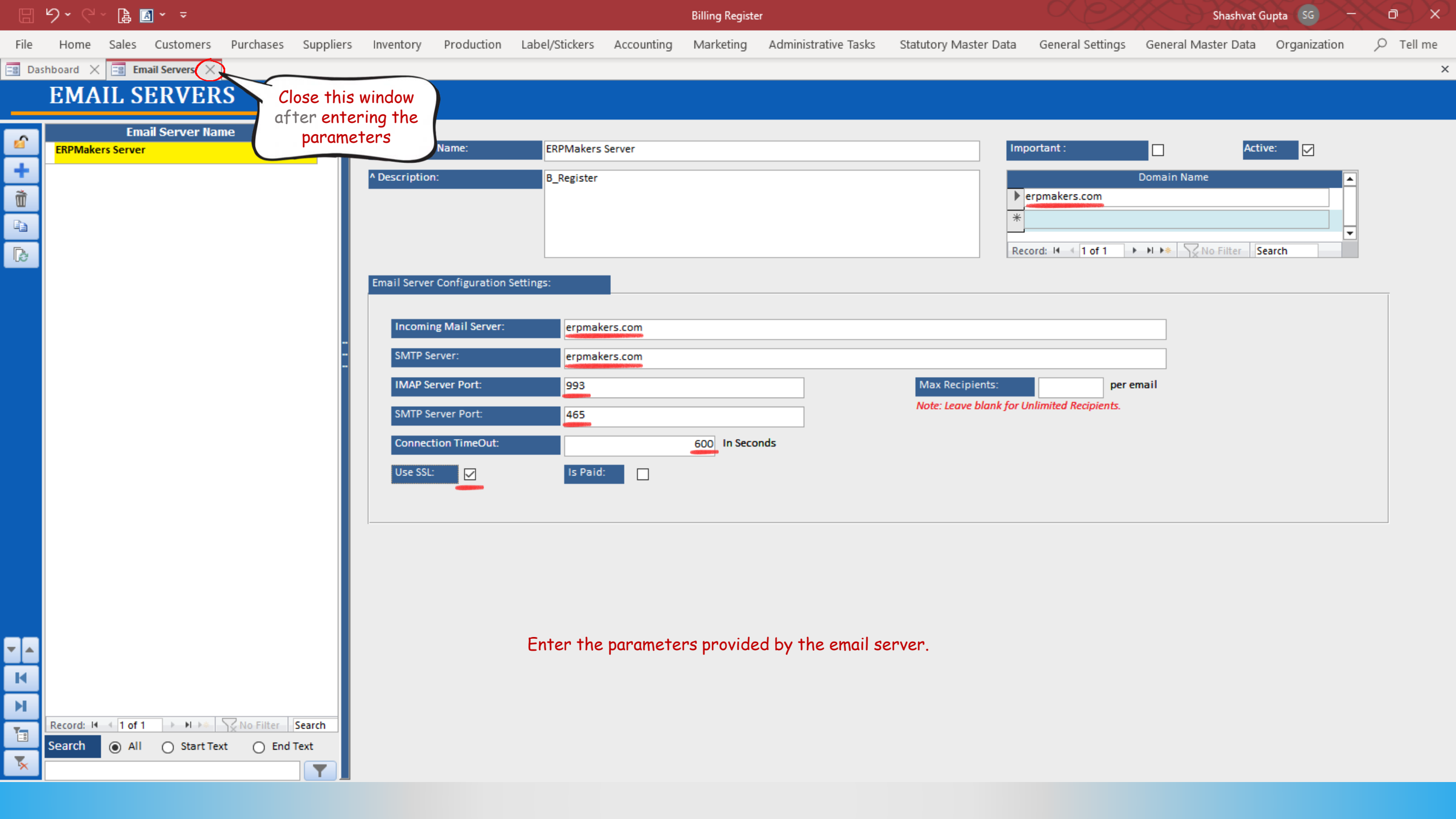
Connection TimeOut: In Seconds

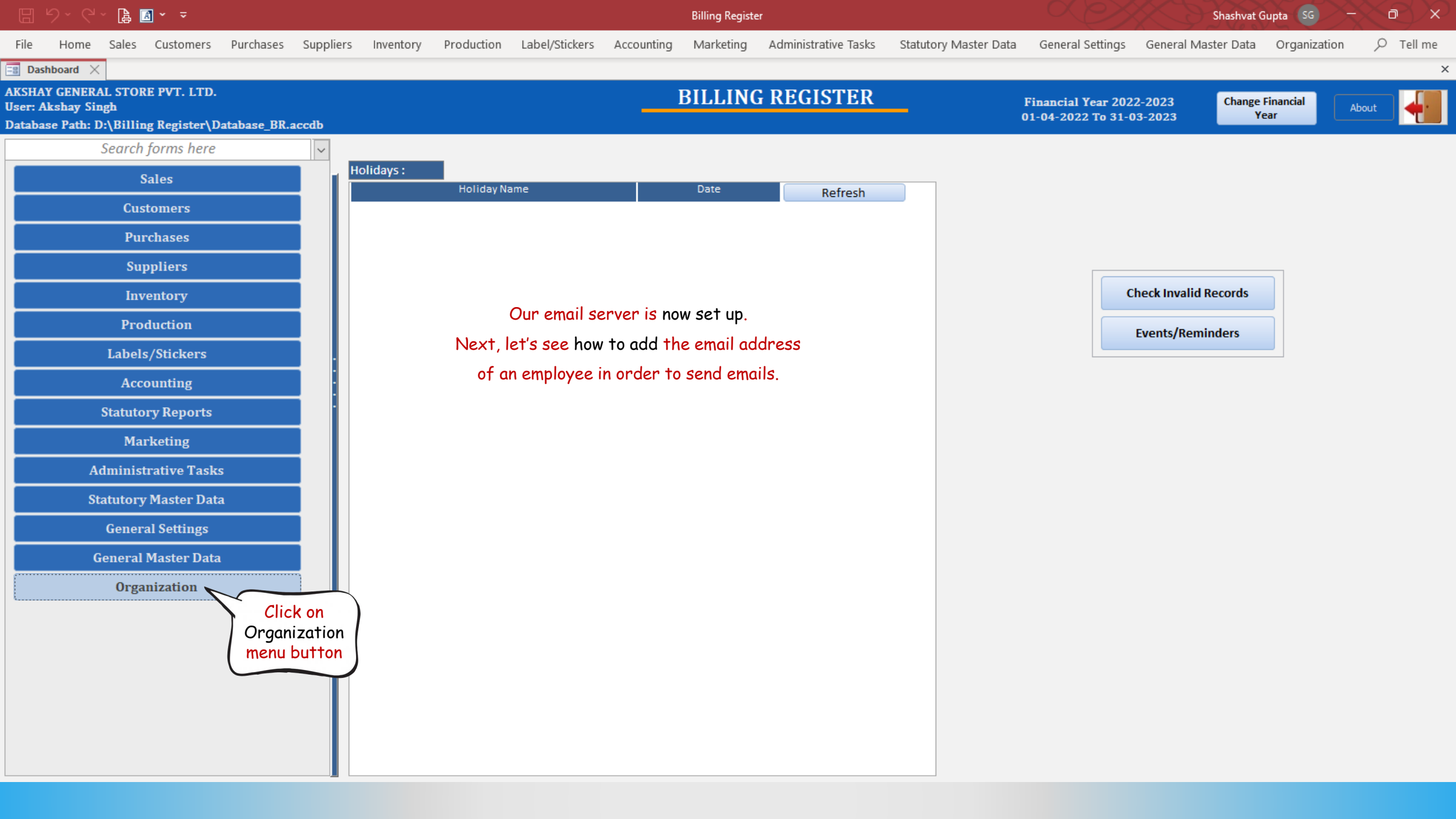
Use SSL:

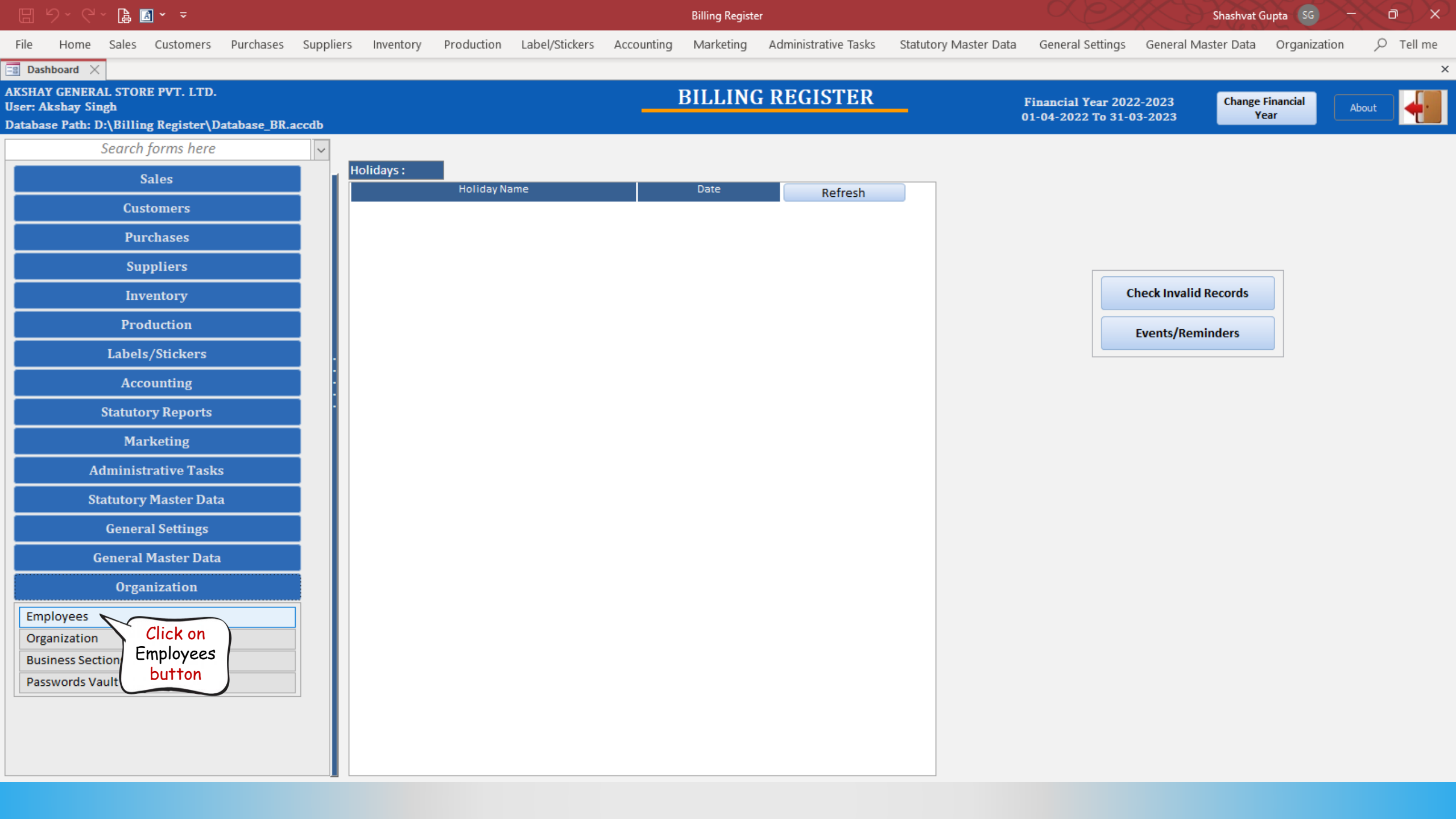
Is Paid:

Max Recipients: per email

Note: Leave blank for Unlimited Recipients.


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
Email Servers
EMAIL SERVERS
Close this window after entering the parameters
Email Server Name
ERPMakers Server
Name:
ERPMakers Server
Important :
Active:
^ Description:
B_Register
Domain Name
erpmakers.com
Record: 1 of 1 No Filter Search
Email Server Configuration Settings:
Incoming Mail Server:
erpmakers.com
SMTP Server:
erpmakers.com
IMAP Server Port:
993
SMTP Server Port:
465
Max Recipients:
per email
Note: Leave blank for Unlimited Recipients.
Connection TimeOut:
600
In Seconds
Use SSL:
Is Paid:
Record: 1 of 1 No Filter Search
Search All Start Text End Text
Enter the parameters provided by the email server.


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
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 Organization menu button
Holidays :
Holiday Name
Date
Refresh
Our email server is now set up.
Next, let's see how to add the email address of an employee in order to send emails.
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
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
Employees
Organization
Business Section
Passwords Vault
Click on Employees button
Holidays :
Holiday Name
Date
Refresh
Check Invalid Records
Events/Reminders

EMPLOYEES

Emp No.	Employee Name
1	Akshay Singh

Click here to Unlock the form

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Basic Details | Communications | Skills | Sub Contacts | Miscellaneous

Employee No. 1
Name Akshay Singh
Gender D.O.B
Marital Status Anniversary
Designation Owner
Contract Type NA
Hire Date Left Date
Active Is Admin
Can Login
^ Note
Default Storage Location
Default Bill Book
Default Business Section

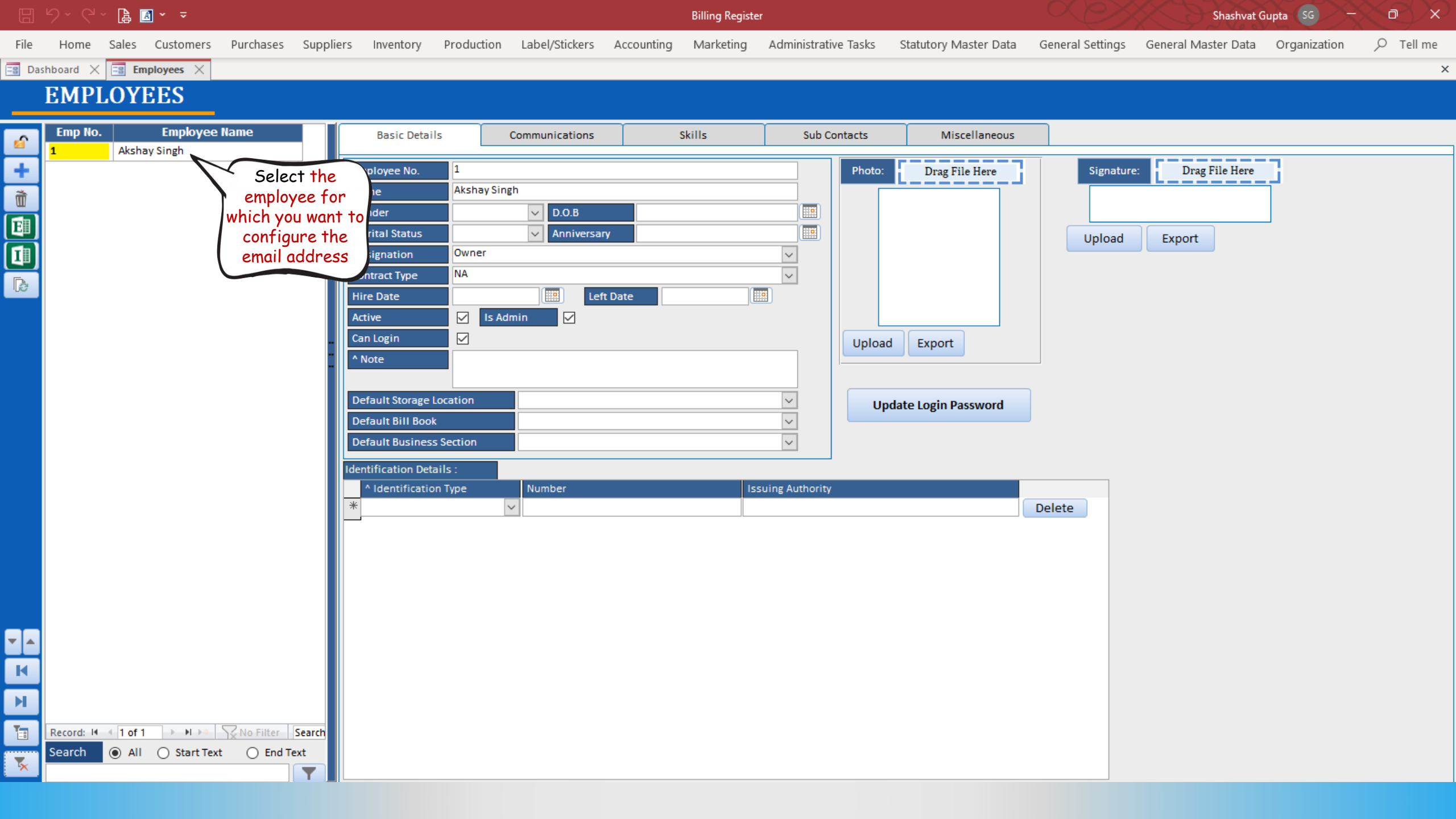
Photo: Drag File Here
Upload Export

Signature: Drag File Here
Upload Export

Update Login Password

Identification Details :

^ Identification Type	Number	Issuing Authority


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
Employees
EMPLOYEES
Emp No.
Employee Name
1
Akshay Singh
Select the employee for which you want to configure the email address
Basic Details
Communications
Skills
Sub Contacts
Miscellaneous
Employee No.
1
Akshay Singh
Gender
D.O.B
Marital Status
Anniversary
Designation
Owner
Contract Type
NA
Hire Date
Left Date
Active
Is Admin
Can Login
^ Note
Default Storage Location
Default Bill Book
Default Business Section
Photo:
Drag File Here
Upload
Export
Signature:
Drag File Here
Upload
Export
Update Login Password
Identification Details :
^ Identification Type
Number
Issuing Authority
Delete
Record: 1 of 1
No Filter
Search
Search
All
Start Text
End Text

EMPLOYEES

Emp No.	Employee Name
1	Akshay Singh

Record: 1 of 1 No Filter Search

Search All Start Text End Text

Basic Details | Communications | Skills | Sub Contacts | Miscellaneous

Click on Communications tab

Employee No. 1
Name Akshay Singh
Gender D.O.B
Marital Status Anniversary
Designation Owner
Contract Type NA
Hire Date Left Date
Active Is Admin
Can Login
^ Note
Default Storage Location
Default Bill Book
Default Business Section

Photo: Drag File Here
Upload Export

Signature: Drag File Here
Upload Export

Update Login Password

Identification Details :

^ Identification Type	Number	Issuing Authority	
			Delete

EMPLOYEES

Emp No.	Employee Name
1	Akshay Singh

Record: 1 of 1 No Filter Search
Search All Start Text End Text

Basic Details | Communications | Skills | Sub Contacts | Miscellaneous

Communication Details (Phone/Email ID)

^ Type	Contact Number / ID	Sub Contact Name	^ Comments	Default	^ Linked With
				☑	

- Email
- Facebook
- Fax
- Gtalk
- LinkedIn
- Phone
- Skype
- Twitter
- YahooMessanger

Mailing Address

^ Location Type	Address	City	State	Default
				☐

EMPLOYEES

Emp No.	Employee Name
1	Akshay Singh

Record: 1 of 1 No Filter Search
Search All Start Text End Text

Basic Details | Communications | Skills | Sub Contacts | Miscellaneous

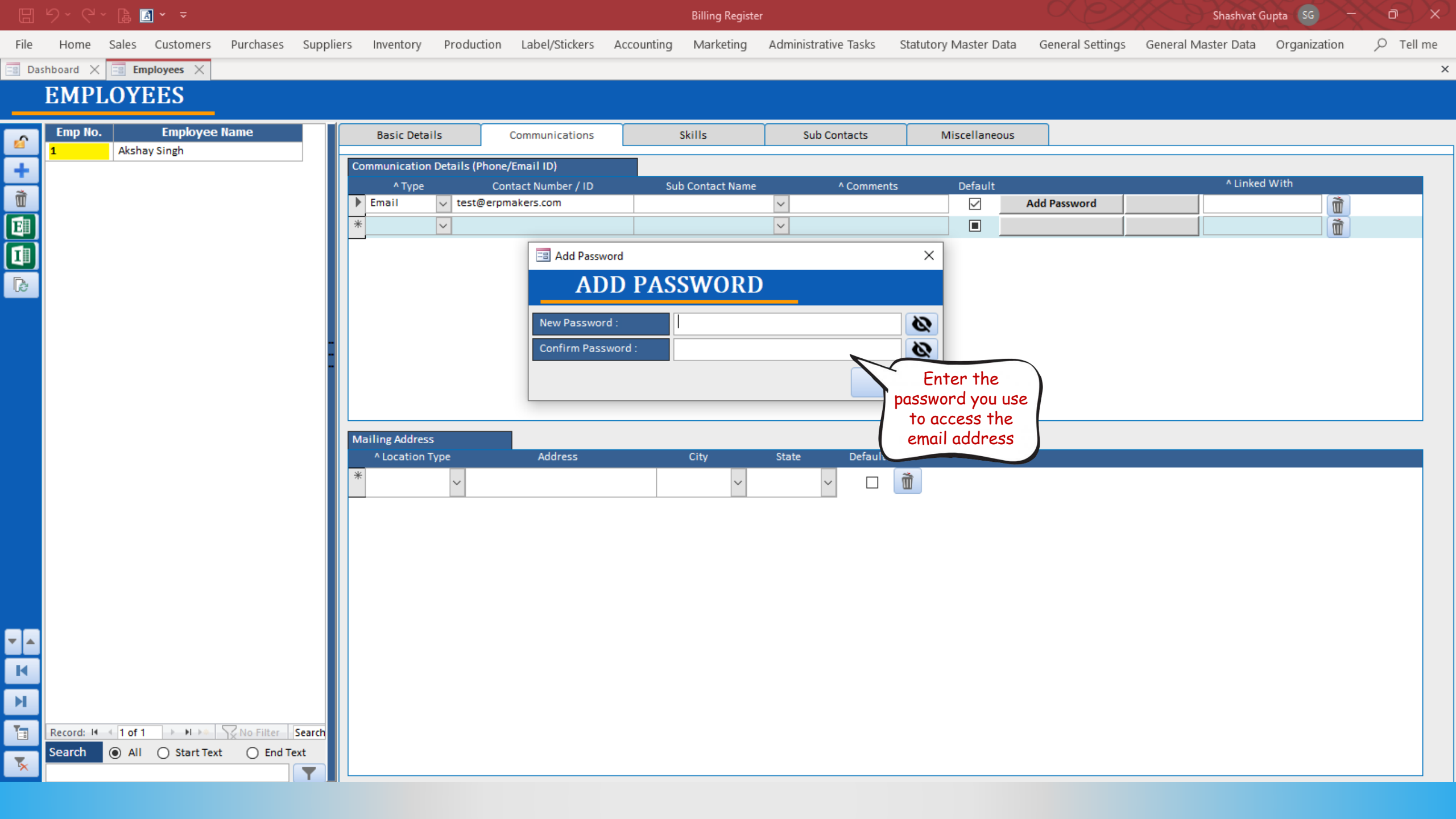
Communication Details (Phone/Email ID)

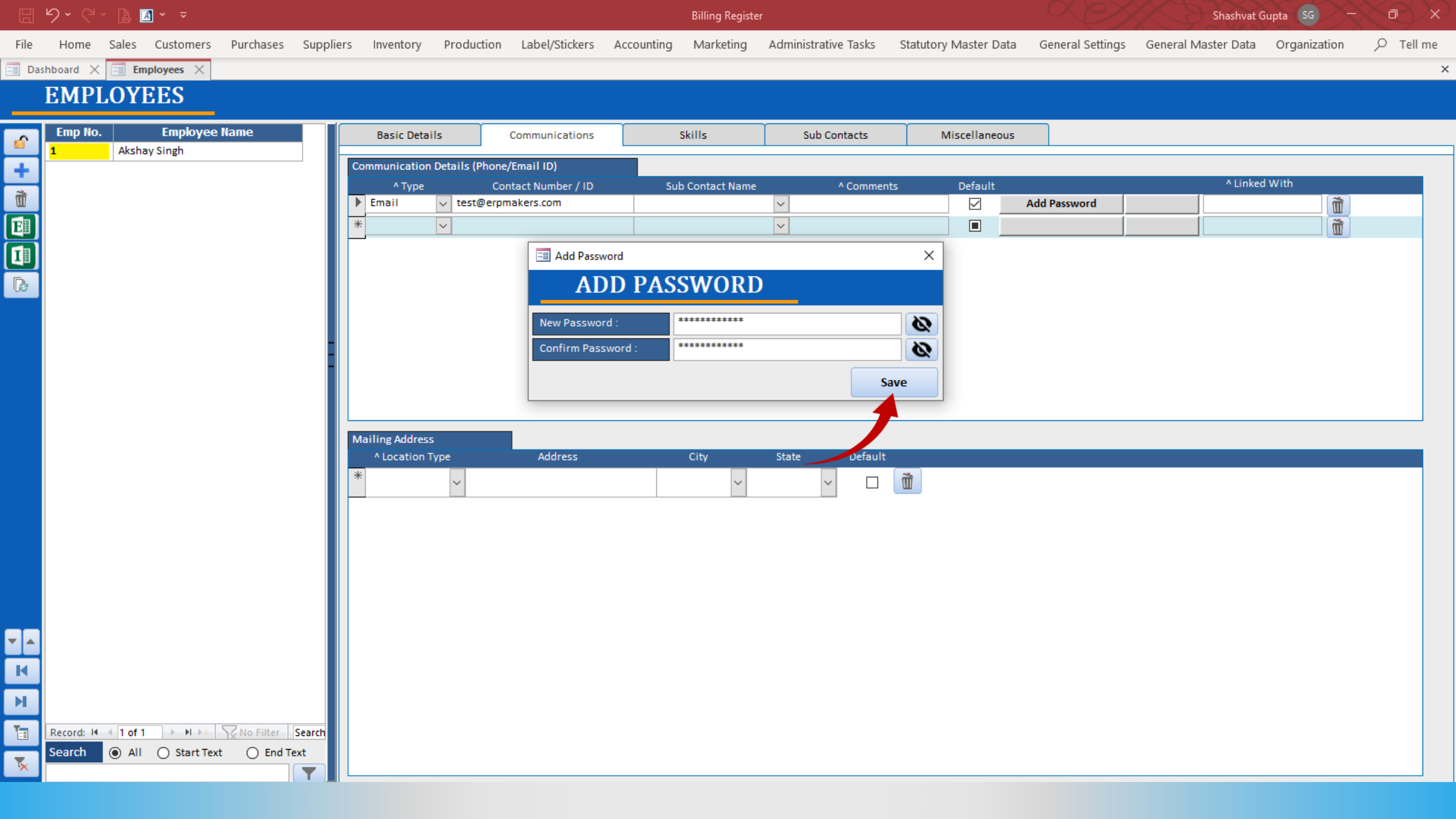
^ Type	Contact Number / ID	Sub Contact Name	^ Comments	Default		^ Linked With
Email	test@erpmakers.com			☑	Add Password	
				☐		

Enter the Email ID here

Mailing Address

^ Location Type	Address	City	State	Default
				☐


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
Employees
EMPLOYEES
Emp No.
Employee Name
1
Akshay Singh
Basic Details
Communications
Skills
Sub Contacts
Miscellaneous
Communication Details (Phone/Email ID)
^ Type
Contact Number / ID
Sub Contact Name
^ Comments
Default
^ Linked With
Email
test@erpmakers.com
Add Password
Add Password
ADD PASSWORD
New Password :
Confirm Password :
Enter the password you use to access the email address
Mailing Address
^ Location Type
Address
City
State
Record: 1 of 1
No Filter
Search
Search
All
Start Text
End Text


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
Employees
EMPLOYEES
Emp No.
Employee Name
1
Akshay Singh
Basic Details
Communications
Skills
Sub Contacts
Miscellaneous
Communication Details (Phone/Email ID)
^ Type
Contact Number / ID
Sub Contact Name
^ Comments
Default
^ Linked With
Email
test@erpmakers.com
Add Password
Add Password
ADD PASSWORD
New Password :
Confirm Password :
Save
Mailing Address
^ Location Type
Address
City
State
Default
Record: 1 of 1
No Filter
Search
Search
All
Start Text
End Text

EMPLOYEES

Emp No.	Employee Name
1	Akshay Singh

Record: 1 of 1 No Filter Search
Search All Start Text End Text

Basic Details | Communications | Skills | Sub Contacts | Miscellaneous

Communication Details (Phone/Email ID)

^ Type	Contact Number / ID	Sub Contact Name	^ Comments	Default			^ Linked With
Email	test@erpmakers.com			☑	Change Password	Test Email	

Click on Test Email button to send a test email and confirm whether the email address is set up correctly or not.

Mailing Address

^ Location Type	Address	City	State	Default
				☐

EMPLOYEES

Emp No.	Employee Name
1	Akshay Singh

Record: 1 of 1 No Filter Search
Search All Start Text End Text

Basic Details | Communications | Skills | Sub Contacts | Miscellaneous

Communication Details (Phone/Email ID)

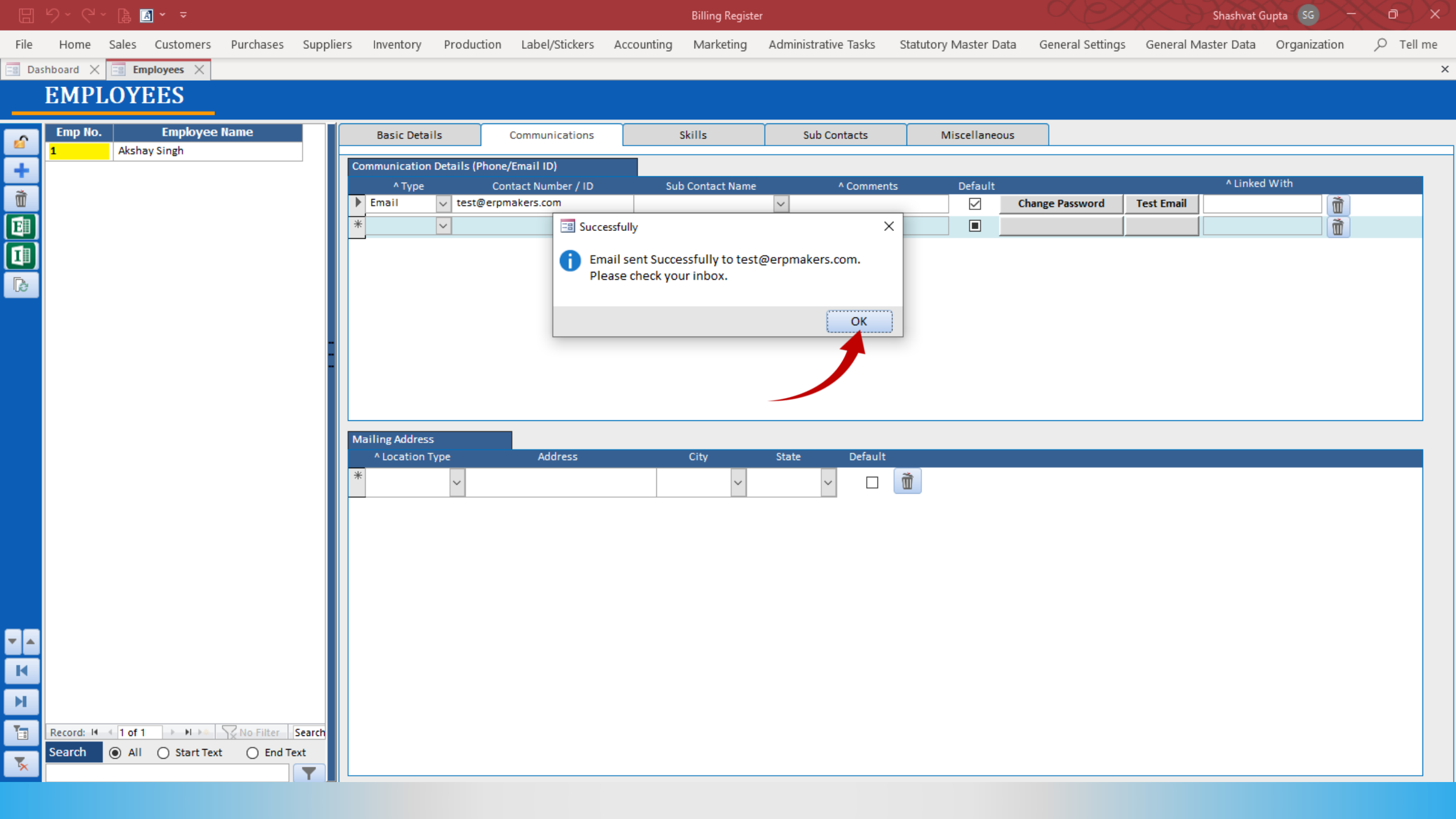
^ Type	Contact Number / ID	Sub Contact Name	^ Comments	Default			^ Linked With
Email	test@erpmakers.com			☑	Change Password	Test Email	
				■			

Processing . . .

Processing . . . .

Mailing Address

^ Location Type	Address	City	State	Default
				☐


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
Employees
EMPLOYEES
Emp No.
Employee Name
1
Akshay Singh
Basic Details
Communications
Skills
Sub Contacts
Miscellaneous
Communication Details (Phone/Email ID)
^ Type
Contact Number / ID
Sub Contact Name
^ Comments
Default
^ Linked With
Email
test@erpmakers.com
Change Password
Test Email
Successfully
Email sent Successfully to test@erpmakers.com.
Please check your inbox.
OK
Mailing Address
^ Location Type
Address
City
State
Default
Record: 1 of 1
No Filter
Search
Search
All
Start Text
End Text

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

Holidays :

Holiday Name	Date	Refresh

Email Server & Employee Email are now set up successfully.

You may refer to the Help Docs section of our website for detailed instructions on

HOW TO SEND EMAIL IN BILLING REGISTER?

Check Invalid Records

Events/Reminders