

## Email Alert function for NCR/ECR Records

### Overview:

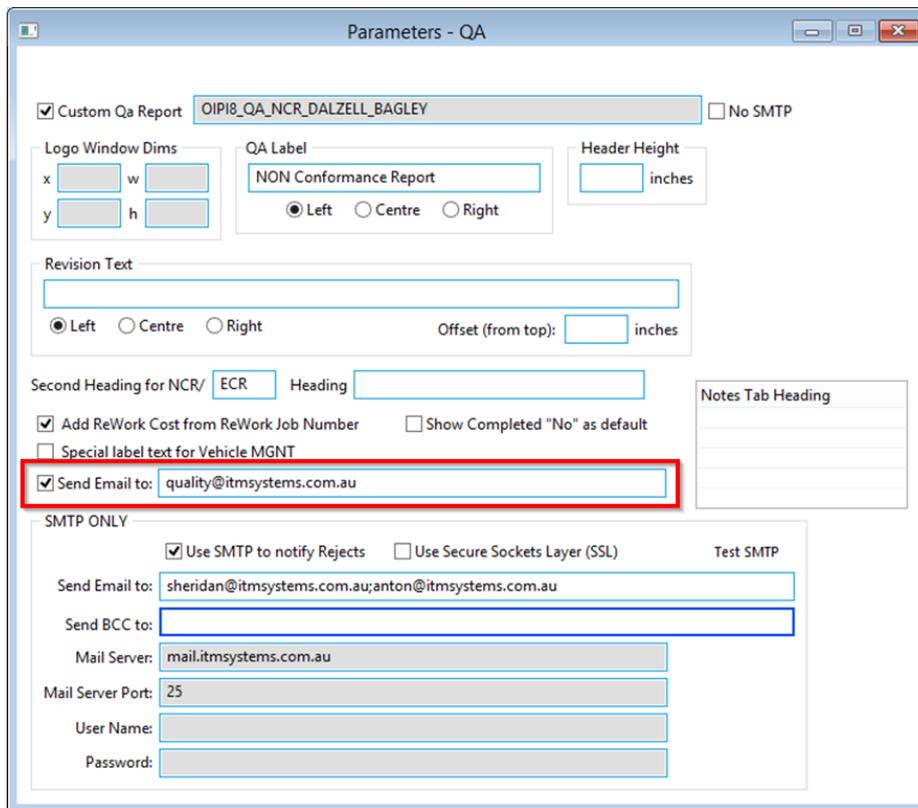
The OPTO 'Quality Management System' has a feature that automatically generates an email to a nominated person within the company whenever a new NCR/ECR is created.

### To Set-Up this Feature

From the OPTO ribbon, select the 'Quality' tab then **click** the drop down box (circled below). This will open the 'Parameters – QA' window.



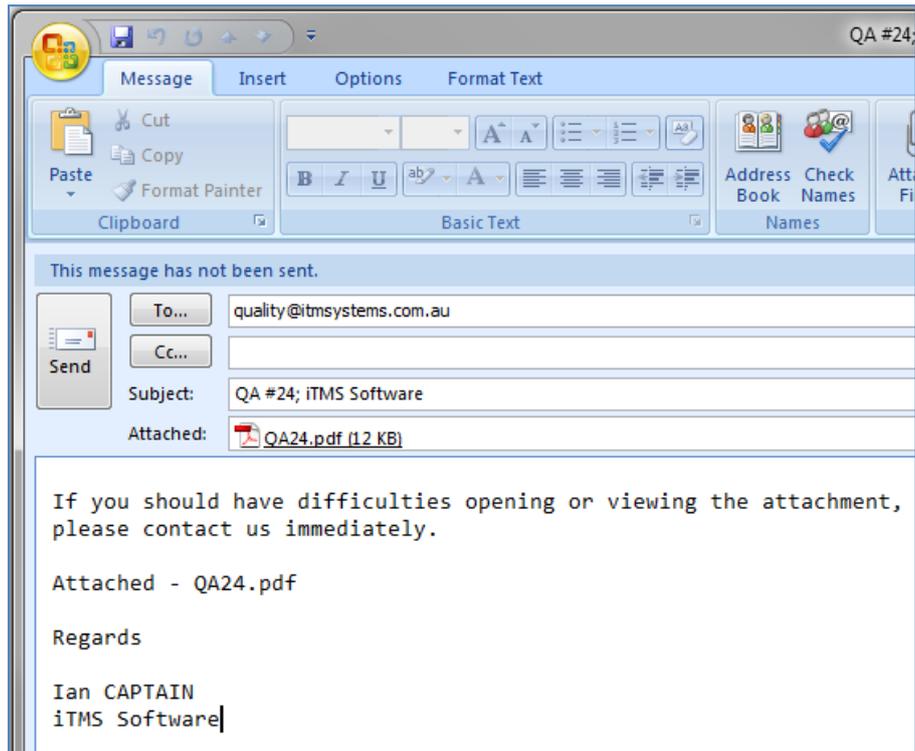
In the 'Parameters – QA' window, **click** in the tick box (as circled below) and enter the appointed person's email address.

A screenshot of the 'Parameters - QA' window. The window title is 'Parameters - QA'. It contains several sections of settings. The 'Custom Qa Report' section has a checked checkbox and a text box containing 'OIP18\_QA\_NCR\_DALZELL\_BAGLEY'. The 'QA Label' section has a text box containing 'NON Conformance Report' and radio buttons for 'Left', 'Centre', and 'Right'. The 'Revision Text' section has a text box and radio buttons for 'Left', 'Centre', and 'Right'. The 'Second Heading for NCR/ ECR' section has a text box. The 'Send Email to' checkbox is checked and circled in red, with a text box containing 'quality@itmsystems.com.au'. The 'SMTP ONLY' section has a checked checkbox for 'Use SMTP to notify Rejects' and a text box for 'Send Email to' containing 'sheridan@itmsystems.com.au;anton@itmsystems.com.au'. Other fields include 'Send BCC to:', 'Mail Server: mail.itmsystems.com.au', 'Mail Server Port: 25', 'User Name:', and 'Password:'.

**Press <F9>** to save.

Create a new NCR/ECR record as normal, and **press <F9>** to save. A message pane appears, **click** on 'Yes', this will open the print preview window and generate the email. If 'No' is selected it WILL NOT generate an email.

The generated email will open address to the nominated person's email with the NCR/ECR record attached in pdf format.



**Click** on the 'Send' button to finish.