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.

File	HOME	CONTACTS	RESOURCES	INVENTORY	QUOTES	PURCHASING	ORDERS	JOBS/SCHEDULI	INVOICING	QUALITY	MANAGEMEN
New	Save	Copy	QA/NCR	8 New QA/NCR Edit QA/NCR	Jone Insp/Ca	Rew Refo	Insp/Cal rm Insp/Cal	Documents	To New	Document ge Request	☐ Data Set ▼ ☐ Utilities ▼ ☐ Specials ▼
Category		у	QA/NCR 📮		Inspection/Calibration		Document Management				

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

	Parameters - QA	
Custom Qa Rep Logo Window Dir x w y h	OIPI8_QA_NCR_DALZELL_BAGLEY ms QA Label NON Conformance Report inches Image: Conformance Report inches	□ No SMTP
Revision Text Revision Text Cet Cet Second Heading fo Add ReWork C Special label te	ntre Right Offset (from top): inches r NCR/ ECR Heading ost from ReWork Job Number Show Completed "No" as default xt for Vehicle MGNT	Notes Tab Heading
Send Email to:	quality@itmsystems.com.au	
SMTP ONLY Send Email to: Send BCC to: Mail Server: Mail Server Port:	Use SMTP to notify Rejects Use Secure Sockets Layer (SSL) sheridan@itmsystems.com.au;anton@itmsystems.com.au mail.itmsystems.com.au 25	Test SMTP
User Name: 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 <u>WILL NOT</u> generate an email.

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

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Me	essage	Insert Options Format Text							
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This message has not been sent.									
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If you should have difficulties opening or viewing the attachment, please contact us immediately. Attached - OA24.ndf									
December 2									
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Click on the 'Send' button to finish.