
This document describes how to send bulk e-mail using the emailing option in Sprinter 2000.

Sending bulk e-mail

When you want to send an e-mail to numerous customers you can use the emailing system within Sprinter 2000 assuming that you have entered the email addresses in the address details from your customers. If not, it would be wise to do this first before sending bulk emails.

To open the Emailing option, open Sprinter2000 and go to: Extra > Emailing.

There are two ways to send e-mails to your customers;

- based on address type
- based on selection codes

These options can also be combined!

Based on address type:

When you want to reach certain customers like 'Local customers' or 'Carriers' you can select the corresponding option.

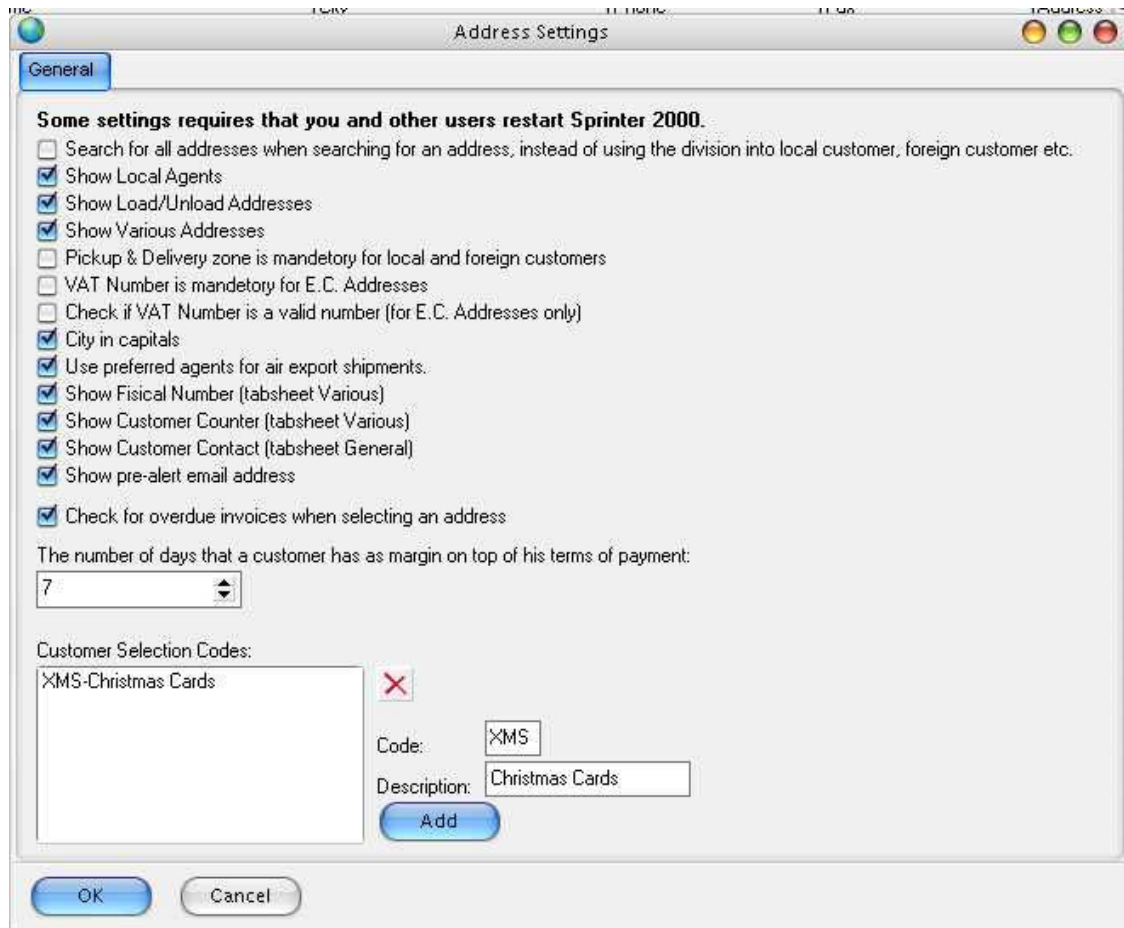
Based on selection codes:

When you want to send an e-mail to certain addresses you can use the selection codes to pick the right customers.

In order to use the selection codes you have to set the selection codes first. This can be done in:

Files > Local Customers > Settings >

At the bottom of this window you will see that you can enter your selection codes.



For example:

We want to add a selection code for Christmas cards;

*Click in the white area behind 'Code:' and enter a three digit code; XMS (Christmas)
And give it a description: 'Christmas cards', and click on the button 'ADD'.*

The new Customer Selection Code will appear in the bottom left-hand window.

You can enter several Selection Codes for various purposes, you can use several selection codes at a time. Now you can set the selection codes per customer. Just go to:

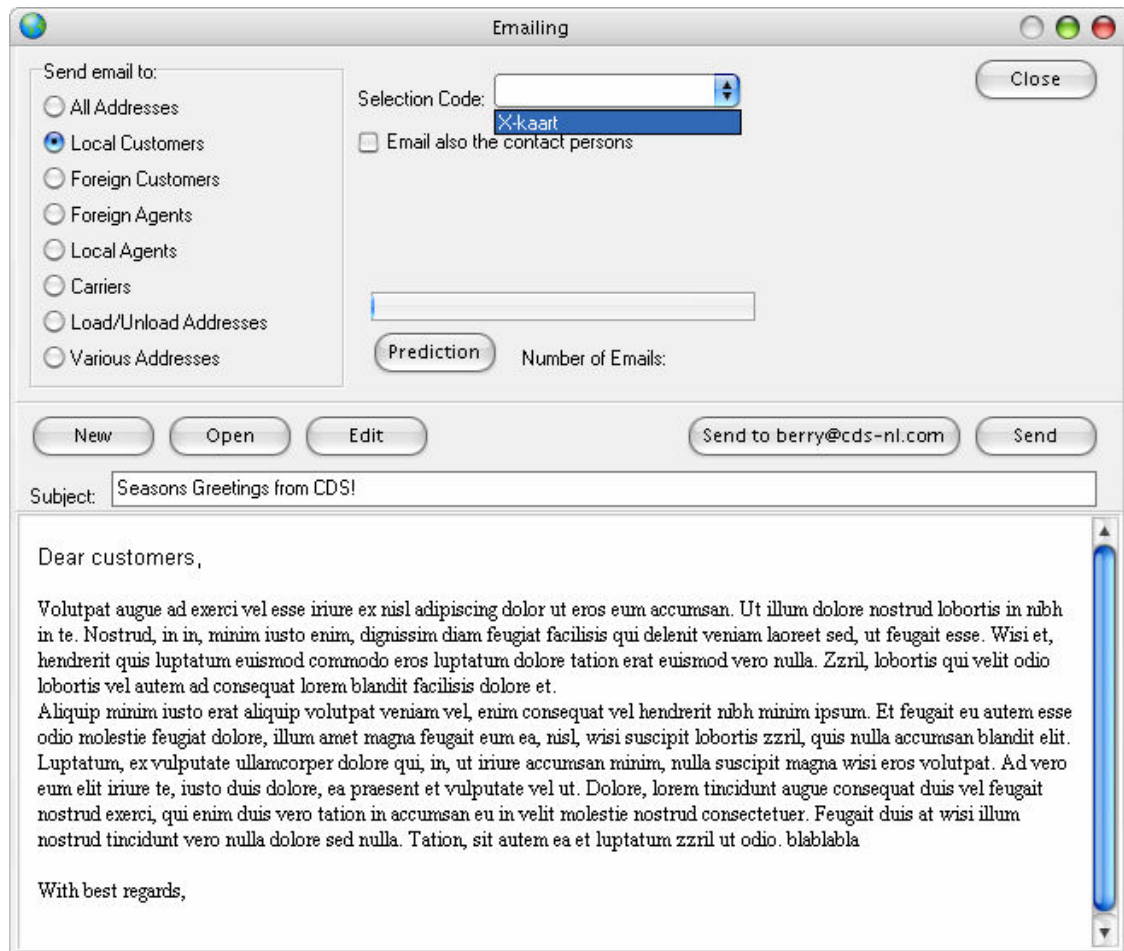
Files > Local Customers (or Carriers, whichever you want to alter), choose the customer you want to set the selection codes for and press on the 'Edit' button on the right-hand side of the windows.

Then go to the Tabsheet 'Various'.

Now select the selection codes in the white area under 'Selection Code'.

Click on OK if you are done.

Now you can repeat this step for every customer you want to use these selection codes for.



Combine 'address selection' and 'selection codes'

Option 1:

If you have entered the selection code for different kinds of customers, agents and/or carriers, you can choose the option 'All Addresses' in the emailing screen.

This way you can send one e-mail to a selected group divided over different groups of customers.

Option 2:

If you want to send an e-mail to a selected group of addresses in a group (for example: *Local Customers*) You simply open: Files > Local Customers and enter the selection codes at each address in the edit mode you want to send the e-mail too.

Now when you open the emailing option, you can select 'Local Customers' at 'Send email to'. This way the mail will only be sent to the selected customers from the group 'Local Customers'.

Email also the contact persons

If you tick this option, the message server will also send a e-mail to the contact persons mentioned under the TAB sheet 'Contacts' in the address editor.

Prediction

Press this button if you want a prediction of how many e-mails will be send with the currently selected options. Knowing this, you can plan the time when you want to send the bulk e-mail. If you have many addresses(300+), you might want to send it after office hours.

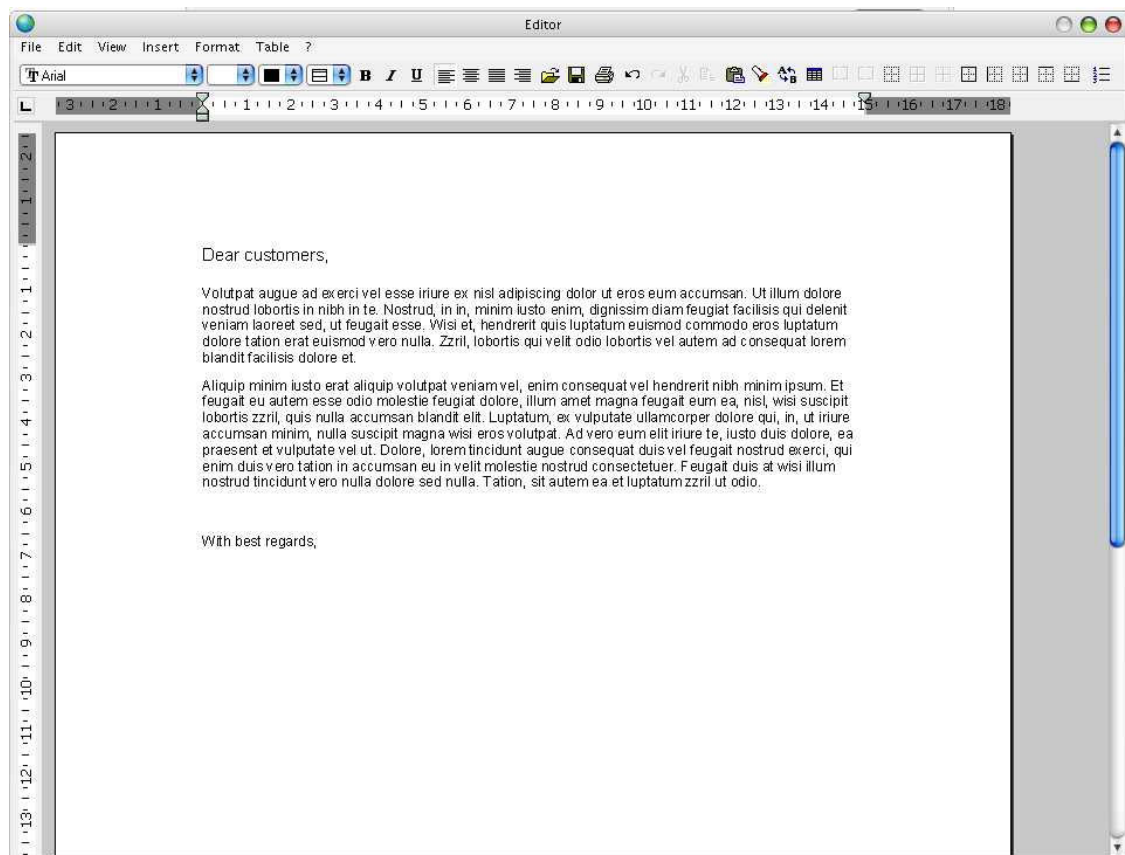
5. starting the E-mail Editor.

In order to send an e-mail, you can build up your content in two ways. You can use the build in editor in Sprinter2000. Or you can make the content in Microsoft Word*.

In both ways you have to make sure you save the file as a html file. Now you can load the html file into the email and send it.

* Only works with the Sprinter2000 Message Server version 1.19 build 9-5-2007

- It is not possible to send attachments with your emails that are send from the Message Server.



The only way to save a text as html is as follows;

Press the 'Save As...' icon in the middle of the toolbar on the upper side of the editor window and choose 'Save as type: Html Files'. Enter a name for the document and press Save. Then click on the cross in the upper right hand side to close the editor. You will go back to the emailing window, and as you will see the text is already present in the preview window. If you want to edit the entered text you can click on the button 'Edit'. Don't forget to save the document again. And close the editor. You will see that the text is altered.

Enter a subject for your e-mail. To test the email how it will appear on the customer's screen, you can send the email to yourself with the button that presents your own email address.

If the result is as you wish, you can select the right recipients as told above and click on the SEND button.

It is for now not possible to insert a logo or picture in the emailing editor. The picture or logo will appear in the preview screen, but will appear as a faulty picture in the actual email.

