

## APPLICATION NOTE

ONLine Access

Settings needed to send report by mail in PROS CS software

A035

In **Mail settings**, put the mail FROM which the mails will be sent. You can create special mail for sending the reports.

Mail Server Settings

E-Mail Address:

Password:

SMTP Settings

Automatic Settings: ☒ (if match found)

SMTP Server:

SMTP Server's port:

SSL: ☐

Test Message Settings

TO:

In **Access Reports** one makes the Report that needs to be sent:

Example: The Report to be for ALL Users for Door1 and Door 7. You create that report, then save it with corresponding name. The saved reports then after will appear in Report Templates.

Save report

Mail\_Report

Access report

Select time

From: Friday, October 16, 2015 00:00

To: Monday, November 16, 2015 23:59

☐ Repeat daily

Report templates:

Additional filter

☐ None ☐ Readers ☒ Doors ☐ Areas ☐ Sites

Door	Area	Site
<input checked="" type="checkbox"/> D1 - 110812001	Conference room2	marketing dept
<input type="checkbox"/> D1 - 130926068	Outside	Home
<input type="checkbox"/> D1 - 150604033	Outside	Home
<input checked="" type="checkbox"/> D2 - 110812001	Kitchen	marketing dept
<input type="checkbox"/> D2 - 150604033	Outside	Home
<input type="checkbox"/> Door 1	Inside	Home

User: ☒ All users ☐ Unknown ID

Department:

Activate Relay 3

ADMIN\_2

Ann Staplewood

Ari Peka Nicola

Dan Smith

David Smith

Dejan Spasovski

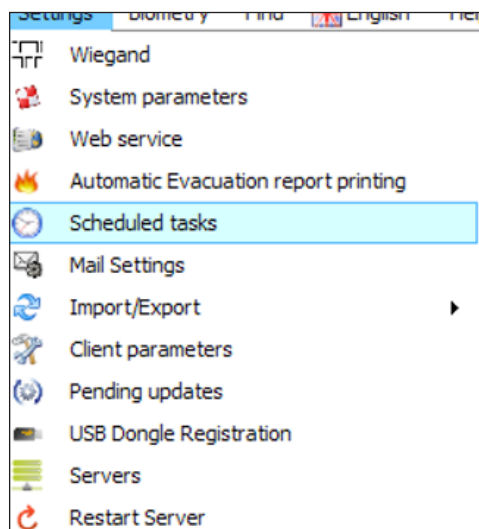
Domnika Barda

edfgdfg

Edna M...

Show

Then in **settings/ Scheduled Tasks**



You put where that report to be sent, When, How often (daily, weekly...), in which format (Excel, PDF, CSV, XML....)  
Multiple reports can be sent, to multiple mails

Click on **ADD**, then select the task « **Send by mail** », then send WHICH Report to be sent. In this case we will select the one that we just created « Mail\_Report ».

After that you can select in which type of file to be sent (PDF, WORD, Excell, CSV...) and onj which language

