

# PDF Batch Export

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## SECTION 1 ■ ACTIVATION KEY

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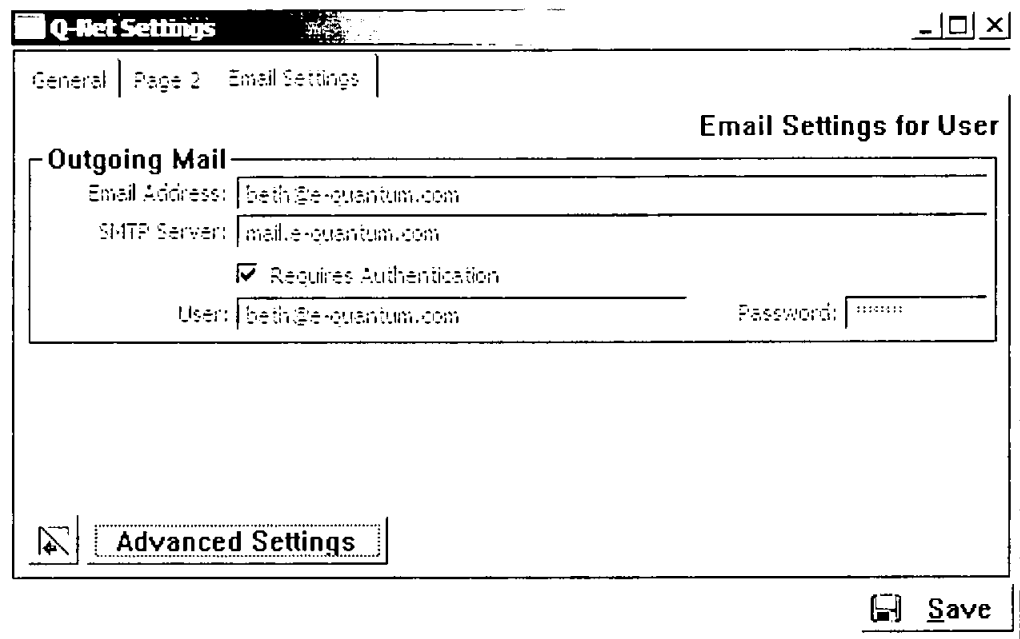
Upon purchasing the PDF Batch E-mail, you will need to install an activation key in your e-Quantum system.

- Step 1:** Logon to e-Quantum as *Supervisor*.
- Step 2:** Navigate to the *File Menu > Utilities > Install/Update > Install Modules*
- Step 3:** Click **Download Key**.
- Step 4:** Exit and re-start e-Quantum.

## SECTION 2 ■ EMAIL SETUP

### User Email Setup

Each user in e-Quantum wanting to use the PDF Batch Email will need to setup their personal email settings.



The screenshot shows a window titled "Q-Net Settings" with a tabbed interface. The "Email Settings" tab is active, showing the "Email Settings for User" configuration. The "Outgoing Mail" section contains the following fields:

- Email Address: beih@e-quantum.com
- SMTP Server: mail.e-quantum.com
- Requires Authentication
- User: beih@e-quantum.com
- Password: [masked]

At the bottom left, there is a button labeled "Advanced Settings" with a small icon. At the bottom right, there is a "Save" button with a floppy disk icon.

- Step 1:** Go to *QNet, Internet Maintenance, Internet Configuration*.
- Step 2:** Select the **Email Settings** Tab.
- Step 3:** Enter the user's email address and SMTP server. *\*You can get this information from your default email program.*
- Step 4:** Click Save.



**TIP:** Your email server may require authentication. Check with your email administrator if you are unsure.

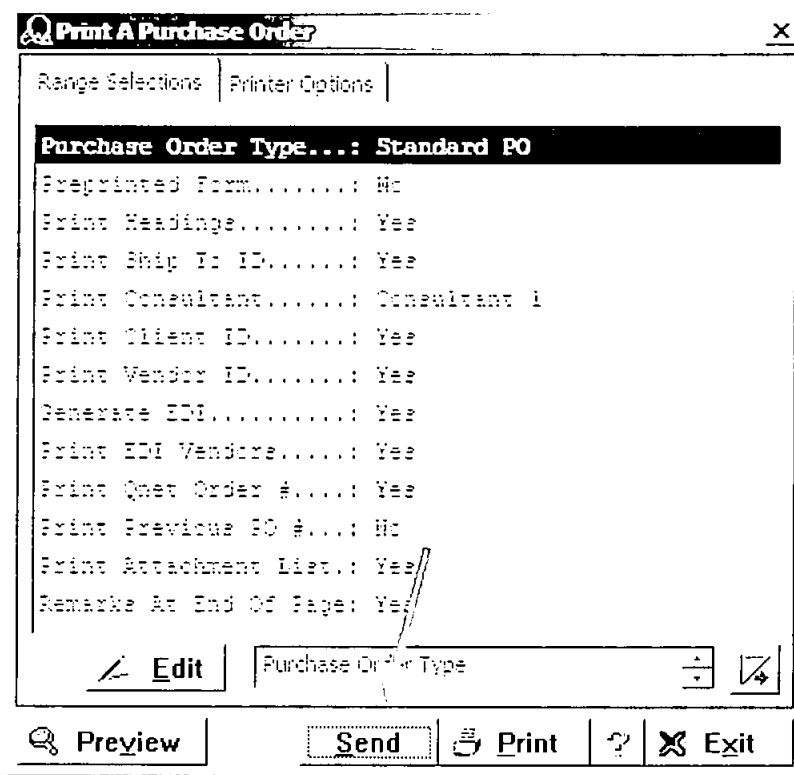
## ***Entering Client and Vendor Email Addresses***

Each document that can be sent via PDF email will need to have a valid email address associated with it. The following table lists the various documents are where email addresses should be entered.

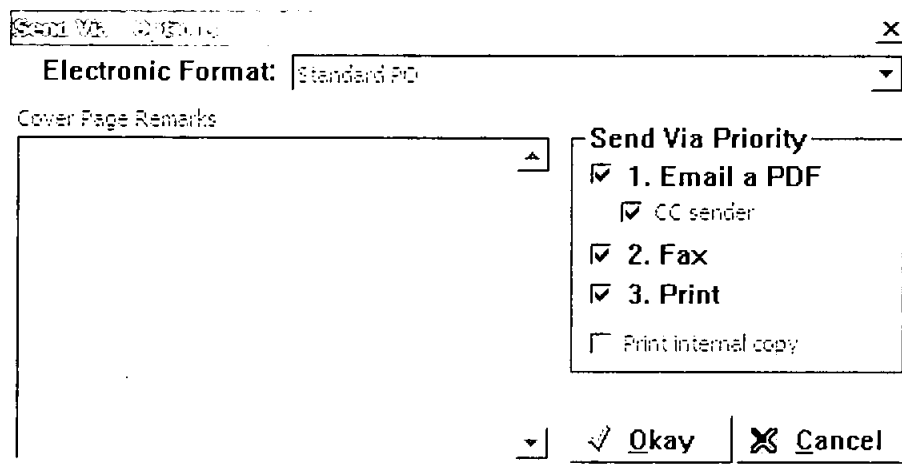
<b>Document</b>	<b>Email Origin</b>
Purchase Order	Vendor Maintenance, Tab 1
Purchase Order to a Plant	Vendor Maintenance, Plants tab
Request for Quote	Vendor Maintenance, Tab 1
Warehouse Release	Warehouse Setup (Inventory Maint.)
Pick List	Warehouse Setup (Inventory Maint.)
Imprint Release	Warehouse Setup (Inventory Maint.)
Statements	Client Maintenance, AP Contact
OE Invoice	Client Maintenance, OE Contact
Quote to Client	Client Maintenance, Purchasing Contact
Order Acknowledgment	Client Maintenance, Ships Tab
Re-Order Notice	Client Maintenance, Ships Tab
Client Order Status	Client Maintenance, Ships Tab

## SECTION 3 ■ EXPORTING DOCUMENTS

Each document that can be exported via PDF email will have a Send button on the Print Window.



**Step 1:** Select the **Send** button of the document you wish to email.



**Step 2:** In the **Electronic Format** dropdown menu, select the format of the report that you would like to use for the emailed reports.

**Step 3:** In the **Send Via Priority** box, select **Email a PDF**.



**NOTE:** *The Send Via Priority will email first if an email address is entered; otherwise it will fax. If there is no email or fax number, it will print a copy.*

**Step 4:** Select Fax or Print if desired.

**Step 5:** Select **Okay**. A Report Delivery Window will open.

Report Delivery				
Description	Del	Destination		
PO	7914; V:DAMEO	Eml	info@dameopen.com	
PO	7914; V:MEMORY	Eml	mkieran@memoryexpertsinc.com	

Edit   Delete   Go   Cancel

**Step 7:** Confirm email address.

**Step 8:** Delete unintended emails, if necessary.

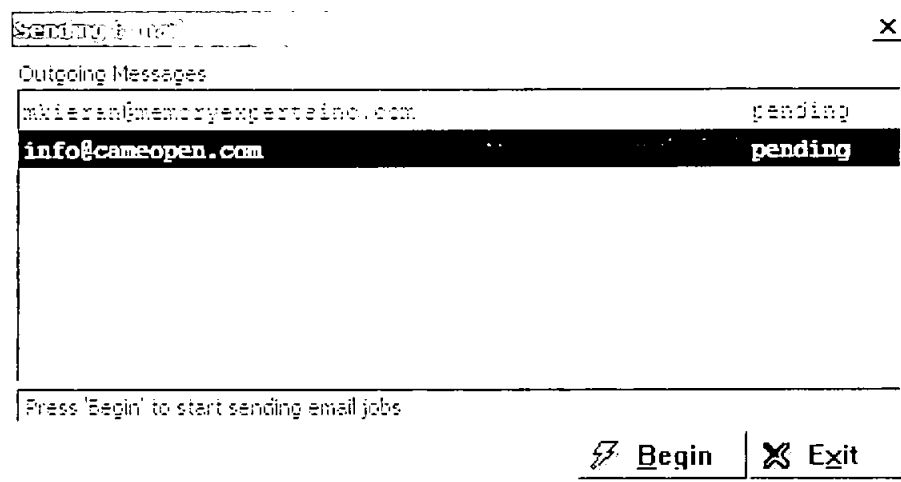
**Step 9:** Edit email addresses, if necessary.



**NOTE:** *Editing an email address here will not modify the original origin of the email. (i.e., Client Maintenance, Warehouse Setup, etc.)*

**Step 10:** Select **Go**.

This will prepare the documents for sending.



**Step 11:** Select **Begin** to start sending the emails.



**NOTE:** *The sent emails will not appear in your email program's outbox (e.g. Outlook) or Sent folders.*