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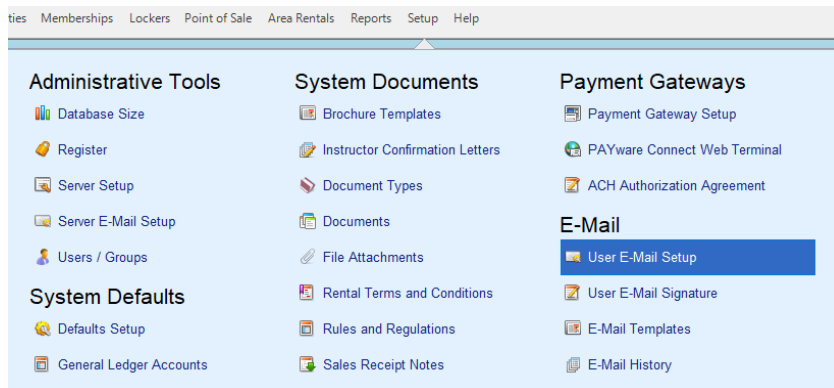
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## E-Mail Setup

From the main menu, go to **Setup > E-Mail > User E-Mail Setup**



In previous versions of ReCPro, the SMTP settings were only used for sending out mass email messages and child care tax statements. However, the other areas of ReCPro would use the default “mail to client” (typically used in Microsoft Outlook) to send messages.

Now when the SMTP settings are entered, it will use that method for sending ALL email messages throughout ReCPro. **If SMTP is not used, then mass email and web account password resets will not work either.**

When entering the SMTP information for your account, make sure to **press Test Settings** to verify that the information is correct. Also, note that this information is saved **per login**.

If the SMTP settings are not entered, then it will use the default mail to client. If this method is used, then it will not allow emailing child care tax statements, but all other email functions should work properly. One disadvantage to using this method, is when sending out messages to many recipients, it will not divide them up to send out in batches.



## Default Setup

From the main menu, go to **Setup > System Default > Defaults Setup > Receipts / Email**

**Max Recipients Per E-Mail** – when using SMTP to send emails, it will send out message in batches when the number of recipients (both To and BCC) exceed the number entered. Since email clients have different rules, we allow you to change this. The default is 75.

**# of Days to Keep E-Mails** – when sending out email using SMTP, the history will be saved. You can set how long you want to keep the messages. The default is 7 days.

The screenshot shows the 'Defaults Setup' window with the 'Receipts / E-Mail' tab selected. The window has a 'Save' button and several tabs: Company, General, Receipts / E-Mail, Fees and Taxes, Child Care, Facility / Room, Memberships, Locker Rentals, Area Rentals, and G/L Export. The 'Receipts / E-Mail' tab contains the following fields and options:

- Receipt Note: [Dropdown menu]
- Receipt # of Copies: [Spin box set to 1]
- Receipt Disclaimer: [Text area]
- Check Request Note: [Text area]
- ☒ Print Merchant Credit Card Receipt
- ☒ Print Customer Credit Card Receipt
- ☒ Print Payment Notes
- ☒ Print Participant Birthdate on Receipt
- E-Mail Options** (highlighted with a red box):
  - Max Recipients Per E-Mail: [Spin box set to 75]
  - # of Days to Keep E-Mails: [Spin box set to 7]



## Email History

Select E-Mail History to view all messages that have been sent. This only applies to messages that were sent using the SMTP settings, not the mail to client. This is limited to only show the emails that were sent by the current user. However, admin users will have the ability to view all messages.

**E-Mail History**

Created Date From: 4/1/2020 Created By:   
Created Date Thru: 4/1/2020 Sent To Email:   
Status: All Sent From Email:   
Refresh Print Grid

| Created Date     | Created By    | Subject                                   | Status | Sent Date        | Sent From                 | Scheduled        |
|------------------|---------------|-------------------------------------------|--------|------------------|---------------------------|------------------|
| 4/1/2020 4:54 PM | Susan Kaferle | Notification - Facility Rental (In House) | Sent   | 4/1/2020 4:56 PM | donotreply@recprosoftw... | 4/1/2020 4:55 PM |
| 4/1/2020 4:54 PM | Susan Kaferle | Notification - Facility Rental (In House) | Sent   | 4/1/2020 4:55 PM | donotreply@recprosoftw... | 4/1/2020 4:55 PM |
| 4/1/2020 3:00 AM |               | Expiring Credit Cards Report              | Sent   | 4/1/2020 3:01 AM | donotreply@recprosoftw... | 4/1/2020 3:01 AM |
| 4/1/2020 3:00 AM |               | Recurring Payments Report                 | Sent   | 4/1/2020 3:01 AM | donotreply@recprosoftw... | 4/1/2020 3:01 AM |

View Message View Attachment Delete Pending Notification

**View Message** button allows the user to click on the corresponding **Emails** tab and view the message.

**Email Message**

A facility rental was changed by Susan Kaferle on 4/1/2020 at 4:55 PM for Susan Kaferle.  
Status - Canceled

Attached is a document containing details about the rental.

OK

**View Attachment** button allows the user to click on corresponding **Attachments** tab to view.

**R.C. Systems, Inc.**  
35807 Moravian Dr.  
Clinton Township, MI 48035  
Ph: (586) 469-4200  
Fax: (586) 469-4867

**Customer** Susan Kaferle  
123 Merry Lane  
Clinton Township, MI 48035

**Facility Rental Contract**  
Permit #: 20-00014 Page 1 of 1  
Contract Date: 03/28/2020  
Use Type: Facility Rental  
Description: Rental Request TEST  
Registrar: Susan Kaferle  
Phone: (123) 456-7890  
Email: skaferle@recprosoftware.com

**Rental Information**  
Location: Art Room - Purple @ Greene Art Center  
789 Sunset Rd  
Clinton Township, MI 48035  
Total Hours: 0.50

| Date      | Day | Time              | Description                      | Qty | Unit | Rate    | Total   | Tax    |
|-----------|-----|-------------------|----------------------------------|-----|------|---------|---------|--------|
| 3/28/2020 | Sat | 5:00 PM - 5:30 PM | Hourly Everyday (Head Count: 10) | .50 |      | \$50.00 | \$25.00 | \$0.00 |

Facility/Room Contract Notes



## Email Templates

E-Mail Templates allows you to set up content for email messages that you send repeatedly. The content from the email template will be added in addition to your email signature.

When using SMTP to email, the following email screen displays.

