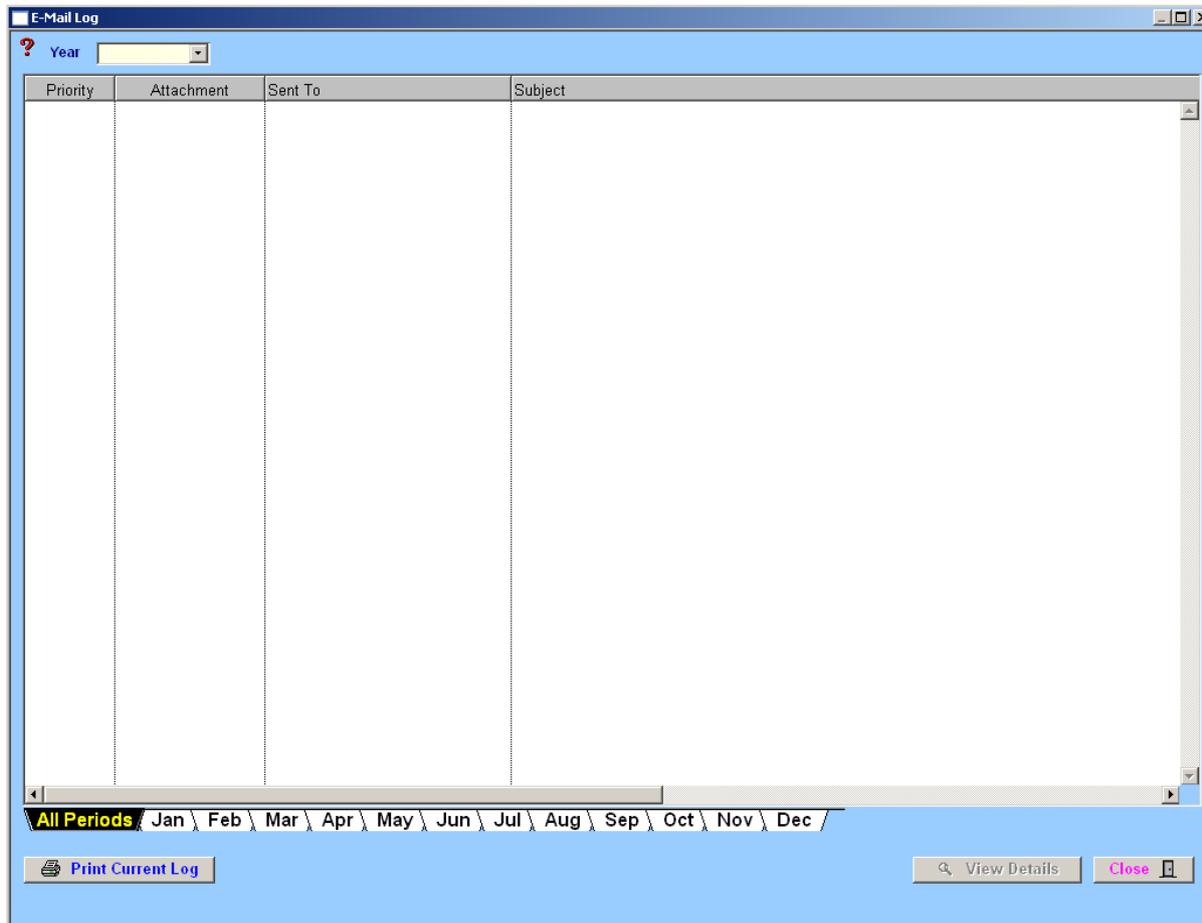


9.4 E - Mail Log

This function will help you to manage your mail log via Fast Track.
The main screen of the function is as follow;



View supplier enquiry emails sent through the 'Estimate – Input' window. Minimize the search by clicking on the appropriate month the email was sent.



Prints the information in the Mail Log list. You will be given an option to choose your print destination.



This allows you to view the selected email and will open the following window.

Email Recipients		Name	Carbon Copy	Name	Blind Car
Sent to Name	E-Mail Address				
AXA Superannuation	summitenquiry@summitservice.com.au				

Email Subject: Attention :- Accounts Department
 Message Sent :- YES
 Priority :- 3
 Date Sent :- 4 JAN 2005
 Time Sent :- 13.25
 Error Code :- 0

File Name	File Path

Message Text:
 Remittance Advice
 The following amount has been paid into your bank account.
 Transaction Description:- *AXA Super - J Carter - 03-10-2004 to 26-12-2004
 Trans No:- 4381...Amount :- \$134.70Your Ref No :- (SGC) 005 1935-D2 01
 Total Amount :- \$134.70
 Your Bank Account details :- 033-230-600 176
 From:- Copious Data Phone No :- 07 3208 6347 Fax No :- 07 3208 9347

ReSend Message | View Html Enclosed File | Print | ? | Close

ReSend Message ▶

View Html Enclosed File 📎

In this screen you have the option of resending the message and also the option of viewing the Html file which is attached to the email. Attachments with other file extensions cannot be viewed in this window.

Click on the Master List headings to select list **"A"** or **"B"**. Click on the required item to highlight, the contents will appear in the description field below. The Master List works off a 3 level tree function. Some headings have a compressed subheading list. These headings are easily identifiable in **red** and have a little '+' next to them. Click on the '+' or double click on the heading to expand the list, then click on the required item and the contents will be displayed in the description field. To collapse the subheading list simply click once on the '-' or double click on the heading.

Notes