CMS Admin

1. Mail Notify (Announcement)

Allow E-Mail notify feature while creating new Announcement, Edit Announcement or short path trigger send mail.

1.1 New Announcement Send Mail Notify

1. Fill up the information [Caption], [Published Date] and [Unpublished Date] or contain as number 1, 2, 3.
2. The User have to tick/check [Publish] box first as number 4 only can tick/check [Email Notification] box as number 5.
3. After that Press the [Save] Button as Number 6 It will Pop-up the Mail list as Picture below.
4. Select the person to be send by tick/check the checkbox as 7 & Press [Send] button as 8.
5. That there will be auto generate mail send out as admin to make other people aware of the New Announcement.

Sub-Feature on top for User to Filter/Lower Down the Mailing List

1. There will be Four Type of Search ID, Name, Department and Job Title.
2. Individual search is category as ID and Name.
3. Group Search is category as Department and Job Title.
4. Select wanted to Search By which type than Select/key in the information than press [Filter].
   Note:
   1. If Want to group search on Department & Job Title [Press ctrl + left click] for multiple select.

   2. Name can be first name or last name or both also can be filling up to search more specific.

1.2 Edit Announcement Send Mail Notify

1. Edit the Announcement by Click The [Caption] Link in the Announcement Record There as 1.
2. After get the Information and Edited. Just have to aware the [Unpublished Date] and [Publish] is not expired and tick/Check as 2 and 3.
3. After the Second step User only allow to tick/check [Email Notification] as 4.
4. After that Press the [Save] Button as Number 5 It will Pop-up the Mail list as Picture below.
5. Select the person to be send by tick/check the checkbox as 6 & Press [Send] button as 7.
6. That there will be auto generate mail send out as admin to make other people aware of the New Announcement.

   Note:

1. If the [Unpublished date] is expired than after click on the link to retrieve information for edit will not checked [Publish] or [Email Notification] for the user.

There Is Filter Feature Refer at the top.

1.3 Short path trigger Send Mail Notify

1. In Short Path Send Mail there will be Five Status need to be aware:
   - Publish already and [Email Notification] tick as link to click for short path sends mail 1.
   - Expired already and [Email Notification] Status Cross as 2.
   - Expired already and [Email Notification] status Tick as 3.
   - Temporary unpublish and [Email Notification] cross as 4. Can be publish again from record.
   - Publish in future which it auto publish on that day and while publish [Mail Notify] status only can be clicked as 5.

Note: [Email Notification] will be a Link when the Publish is green for User to trigger Short Path Send Mail. If the Announcement is already expired than [Email Notification] status will no longer a link to trigger Short Path Send Mail.

2. To Trigger Short Path Send Mail Just click on the link as 1.
3. Than it will Pop-up the Mail list as Picture below.
4. Select the person to be send by tick/check the checkbox as 6 & Press [Send] button as 7.
5. That there will be auto generate mail send out as admin to make other people aware of the New Announcement.

There Is Filter Feature Refer at the Top.