



Service begins here...

Bulk E-mail facility

SAG INFOTECH PVT. LTD.

## Bulk E-mail facility

**SAG Infotech comes up with a new feature to stay connected with the customers easily. We have added an extra feature to our software service named 'BULK E-MAIL' using which user will be able to send bulk E-mail to their customers.**

**With this new feature user will be able to –**

- Send E-mail to all clients on a single click .
- Send E-mail through predefined templates .
- Create your own templates formats .

**NOTE : we give you this facility for easy work schedule but we are not responsible for ant type of services regarding this facility.**

## Bulk E-mail facility



<u>C</u> lient Manager
B <u>a</u> lance Sheet / 3CD
<u>I</u> ncome Tax
C <u>M</u> A/ <u>E</u> MI
<u>F</u> orms Manager
<u>T</u> DS
Ser <u>V</u> ice Tax
<u>B</u> illing
<u>W</u> ealth Tax
<u>F</u> ringe Benefit Tax
<u>A</u> IR
<b>BulK SMS</b> <b>BulK Email</b>
<u>O</u> ther Utilities
<u>H</u> elp

Bulk E-mail

- Income-Tax Returns Filing
- Wealth-Tax Returns Filing
- Form 3CD Filing
- Other Customized Templates
- Common Templates (To Clients)
- Common Templates (To Others)

- ✓ Send E-mail regarding the current status of your clients filing.
- ✓ Send E-mail for the providing the report to your clients.
- ✓ Add more templates of E-mail
- ✓ Add other user mail -id to send E-mail.

# Bulk E-mail facility

Firstly you have to add your account detail .through which you can start the work further for mailing purpose

**E-mail Template**

Default	Subject
<input checked="" type="checkbox"/>	Pending Income-Tax Returns

**E-mail Account**

Default	Account Name	SMTP Server	User Name
<input checked="" type="checkbox"/>	maghandra	gmail.com	abc@gmail.com

Code No.	Name	PAN	<input checked="" type="checkbox"/>	E-mail ID	Due Date
67	ABC		<input checked="" type="checkbox"/>		31-Jul-2014
12	ABC		<input checked="" type="checkbox"/>		31-Jul-2014
004	ASDDSA		<input checked="" type="checkbox"/>		31-Jul-2014
1234	ASDFGHJKL		<input checked="" type="checkbox"/>		31-Jul-2014
025	ASHA JAIN		<input checked="" type="checkbox"/>		31-Jul-2014
123456	FDSFAF		<input checked="" type="checkbox"/>		31-Jul-2014
021	JYOTI		<input checked="" type="checkbox"/>		31-Jul-2014
123	KAMLESH PRASAD SHARAMA		<input checked="" type="checkbox"/>		31-Jul-2014
99	MOHIT SHARMA		<input checked="" type="checkbox"/>	cm@yadoo.com	31-Jul-2014
2354	PRIYANSHU		<input checked="" type="checkbox"/>		31-Jul-2014
65462	RAJ KISHOR SAINI		<input checked="" type="checkbox"/>		31-Jul-2014
02	RAJEEV AGARWAL		<input checked="" type="checkbox"/>		31-Jul-2014
456	RAJESH KUMAR		<input checked="" type="checkbox"/>		31-Jul-2014
896	RAKESH KUMAR SHARMA		<input checked="" type="checkbox"/>		31-Jul-2014
3213	SDFG		<input checked="" type="checkbox"/>		31-Jul-2014
569	SHAHID		<input checked="" type="checkbox"/>		31-Jul-2014
7351	UTMOM		<input checked="" type="checkbox"/>		31-Jul-2014

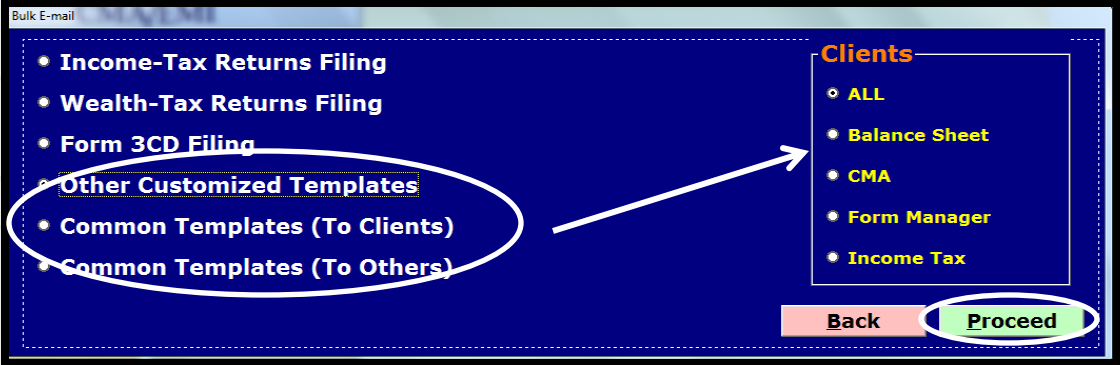
<b>Account Name</b>	maghandra	<b>SMTP Server</b>	pop.mail.yahoo.com
<b>User Name</b>	mack@yahoo.com	<b>Password</b>	*****
<input checked="" type="checkbox"/> <b>User Authentication Required</b>	<b>SMTP Port (Default 25)</b>	<input type="checkbox"/> <b>Require SSL</b>	<input type="checkbox"/> <b>Use Alternative Method</b>
<b>Reply To</b>	mack@yahoo.com	<input type="button" value="Set as Default"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Send mails separately where multiple E-mail IDs used with Semi-colon (;)

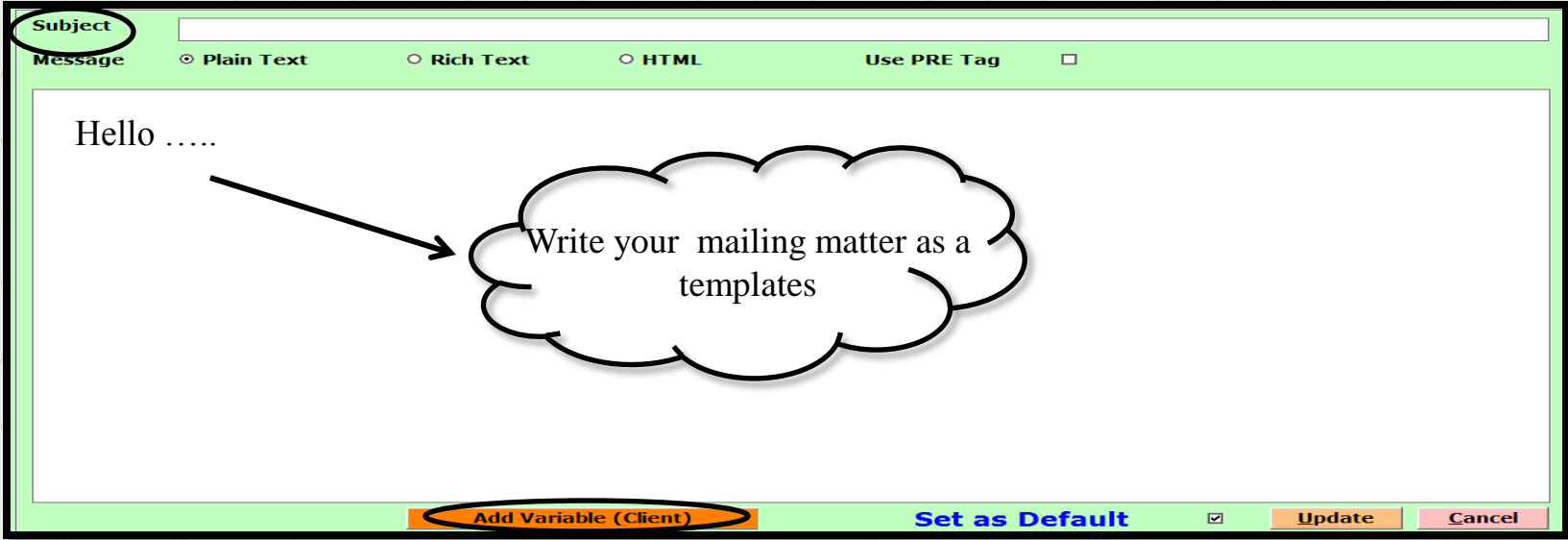
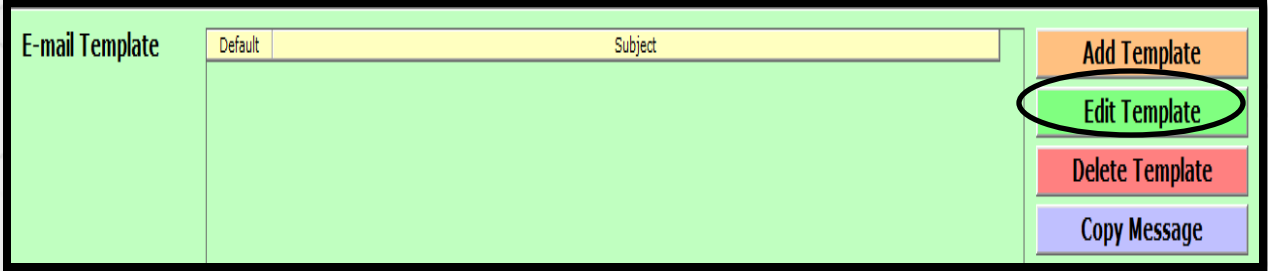
Add these details for activate your account

# Bulk E-mail facility

Follow the simple procedure for add some other templates..



Select option for add more templates as per your requirement



## Bulk E-mail facility



After adding the your account and other working detail you select your client and his mail id then click on proceed .you can ADD some attachment also then click on send .

**Note :** make sure if any issues regarding attachment or mails we are not provide any help  
Its all related to your server or your system.

**E-mail Account**

Default	Account Name	SMTP Server	User Name
<input checked="" type="checkbox"/>	maghandra	pop.mail.yahoo.com	mask@yahoo.com

**Add Account**  
**Edit Account**  
**Delete Account**  
**Copy Account**

Code No.	Name	PAN	<input type="checkbox"/>	E-mail ID	Due Date
67	ABC		<input type="checkbox"/>		31-3-2014
12	ABC		<input type="checkbox"/>		31-3-2014
004	ASDOSA		<input type="checkbox"/>		31-3-2014
1224	ASDFGHJKL		<input type="checkbox"/>		31-3-2014
025	ASHA JAIN		<input type="checkbox"/>		31-3-2014
122456	FDSFAF		<input type="checkbox"/>		31-3-2014
021	JYOTTI		<input type="checkbox"/>		31-3-2014
123	KAMLESH PRASAD SHARAMA		<input type="checkbox"/>		31-3-2014
99	MOHIT SHARMA		<input checked="" type="checkbox"/>	ma@yahoo.com	31-3-2014
2254	PRITANSHU		<input type="checkbox"/>		31-3-2014
65462	RAJ KISHOR SAINI		<input type="checkbox"/>		31-3-2014
02	RAJEEV AGARWAL		<input type="checkbox"/>		31-3-2014
456	RAJESH KUMAR		<input type="checkbox"/>		31-3-2014
896	RAVESH KUMAR SHARMA		<input type="checkbox"/>		31-3-2014
3213	SDFG		<input type="checkbox"/>		31-3-2014
569	SHAHID		<input type="checkbox"/>		31-3-2014
1254	VIKRON		<input type="checkbox"/>		31-3-2014

Send mails separately where multiple E-mail IDs used with Semi-colon (;)

**Back** **Uncheck All Invalid E-mail Ids** **Proceed**

CC : Name  E-mail ID

Attachment  **Add Attachment**  
**Delete Attachment**

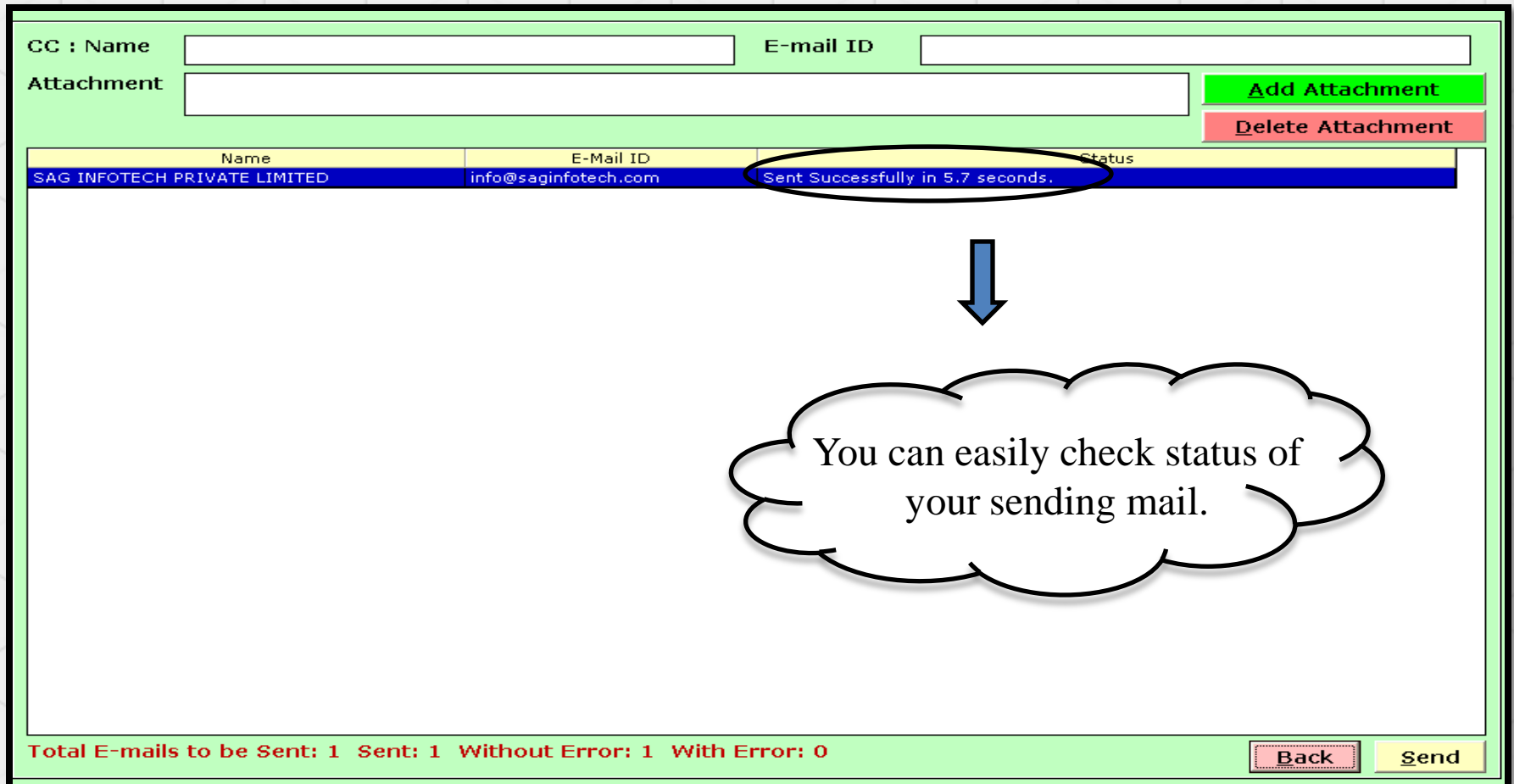
Name	E-Mail ID	Status
SAG INFOTECH PRIVATE LIMITED	info@saginfecth.com	

Check name ,E-mail ID or add attachment too.

Total E-mails to be Sent: 1 **Back** **Send**

## Bulk E-mail facility

Finally you will get this window where you can find the status of your sending mail and also get the information about total email to be send with error or without error.

A screenshot of a web application interface for bulk email sending. The interface has a light green border. At the top, there are input fields for 'CC : Name', 'E-mail ID', and 'Attachment'. To the right of the 'Attachment' field are two buttons: 'Add Attachment' (green) and 'Delete Attachment' (red). Below these is a table with three columns: 'Name', 'E-Mail ID', and 'Status'. The first row of the table contains the text 'SAG INFOTECH PRIVATE LIMITED', 'info@saginfecth.com', and 'Sent Successfully in 5.7 seconds.'. A blue arrow points from the status cell of this row to a cloud-shaped callout box containing the text 'You can easily check status of your sending mail.'. At the bottom of the interface, there is a summary line: 'Total E-mails to be Sent: 1 Sent: 1 Without Error: 1 With Error: 0'. To the right of this line are two buttons: 'Back' (red) and 'Send' (yellow).

You can easily check status of your sending mail.

Total E-mails to be Sent: 1 Sent: 1 Without Error: 1 With Error: 0

Back

Send

THANK YOU !!!

