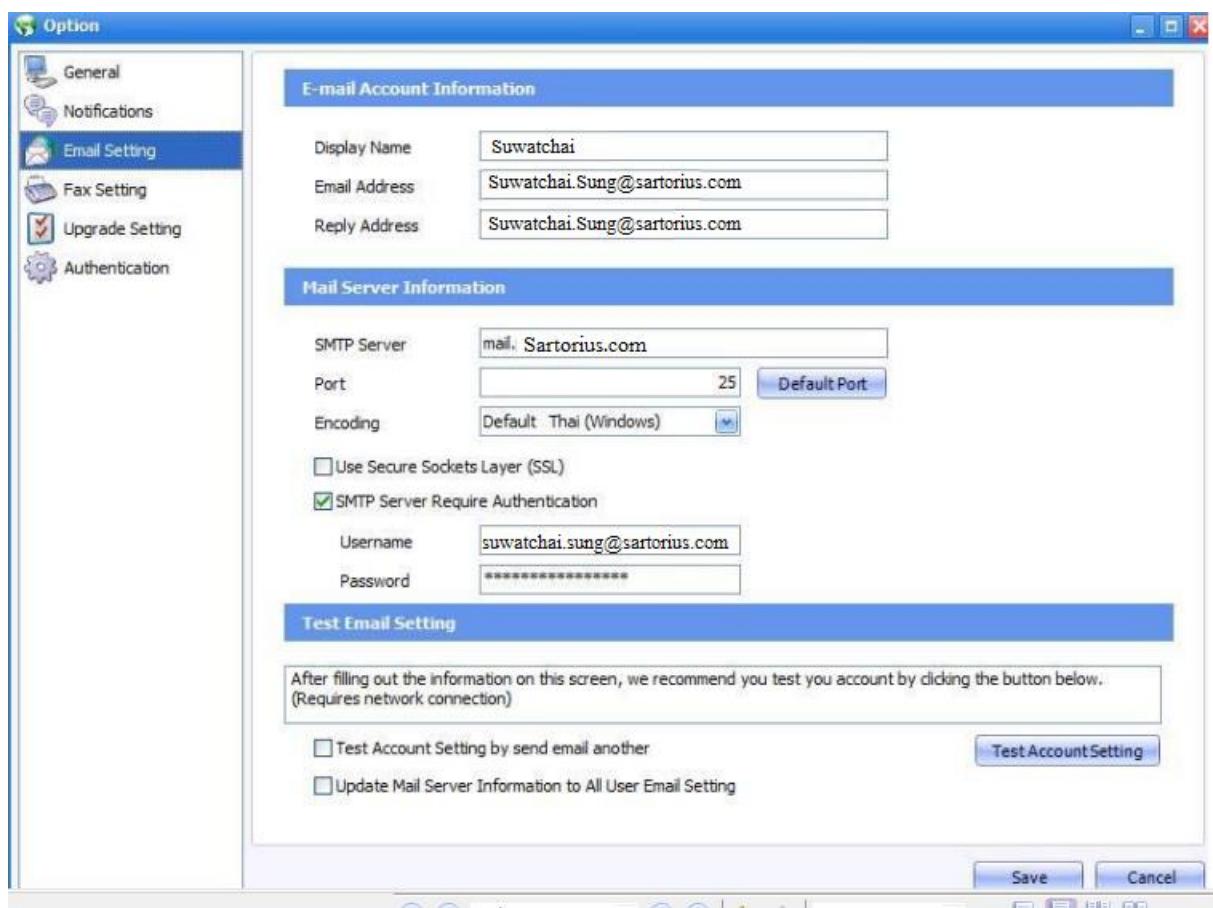คู่มือการ Set E-Mail Alert

1. ที่ Tool >> Option >> Email Setting

   - กำหนด Email Address, Username , Password

   - กำหนด SMTP Server

2. ที่ Organization >> Organization Rule(ข้อกำหนดองค์กร) >> to define email format (กำหนดรูปแบบ
   การตั้งค่า email)

Organization Structure System
   Company Specification
Record Register System
Salary System
Time Attendance System
Leave alert system
To define E-Mail format
   ██████████
   Define E-mail for document cancel
   Define E-mail alert system that ...
To define report format
Specify Alerting Format
Recruitment

User Information

Your Name   Suwatchai

E-Mail Address   Suwatchai.sung@sartorius.com

Remark   Your Name - Name to be displayed as sender
          Email Address - Address for sending Email
          ** Information Your Name and E-Mail Address will be used in order to
          Approve Center for sending mail and then to set the Mail Server at E-Mail

- ให้กำหนด email ก่อน (Define Email)

Define E-mail alert system that does not require the approval hierarchy > Define E-mail alert system that does not require the approval hierarchy
Define data system send e-mail case not require the approval hierarchy.To be used request document or approval document of each screen

Organization Structure System
   Company Specification
Record Register System
Salary System
Time Attendance System
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To define E-Mail format
   Define E-Mail
   Define E-mail for document cancel
   ██████████
To define report format
Specify Alerting Format
Recruitment

Send E-mail alert system that does not require the approval hierarchy

☐ E-mail alert system that does not require the approval hierarchy

Send E-mail alerts of approval
☐ Send E-mail the result awaiting approval
   1. Send E-mail documents waiting to get approval
   2. Send E-mail documents waiting for approval to request's documents
☐ Send E-mail notifications of deputize approver : Send E-mail documents waiting for deputize approver

Send E-mail alerts result approval
☐ Send E-mail the result approval
   1. Send E-mail the document to request's documents to know
   2. Send E-mail the document to get approval and deputize approver

Send E-mail alert the result not approve
☐ Send E-mail the result not approve
   1. Send E-mail the not approve document to request's documents to know
   2. Send E-mail the not approve document to get approval and duputize approver

CC E-mail Address :

Remark :   Cc e-mail addess specify of want to Cc.. and if there are more one e-mail.
           please fill in the semi-colon(;) between each email
           Request document /Approval /deputize approver must fill in E-mail address at Employee Record Screen

[OK] [Apply] [Cancel]

- Define email alert system that doesn't require the approval hierarchy กำหนดว่าจะให้อีเมล์

เตือนเรื่องใดบ้าง (แนะนำให้ติคทั้งหมดก่อนเพื่อทดสอบการส่งเมล์ให้ครบทุกด้าน แล้วค่อยติคออกทีหลัง)

3. ตรวจสอบความถูกต้องของ email ฝั่งผู้รับที่ Personnel >> Employee Record

ที่ Tab Address ต้องใส่ email ผู้รับให้ถูกต้องด้วยไม่เช่นนั้น mail ก็ยังไม่ถูกส่งออกจากโปรแกรม

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