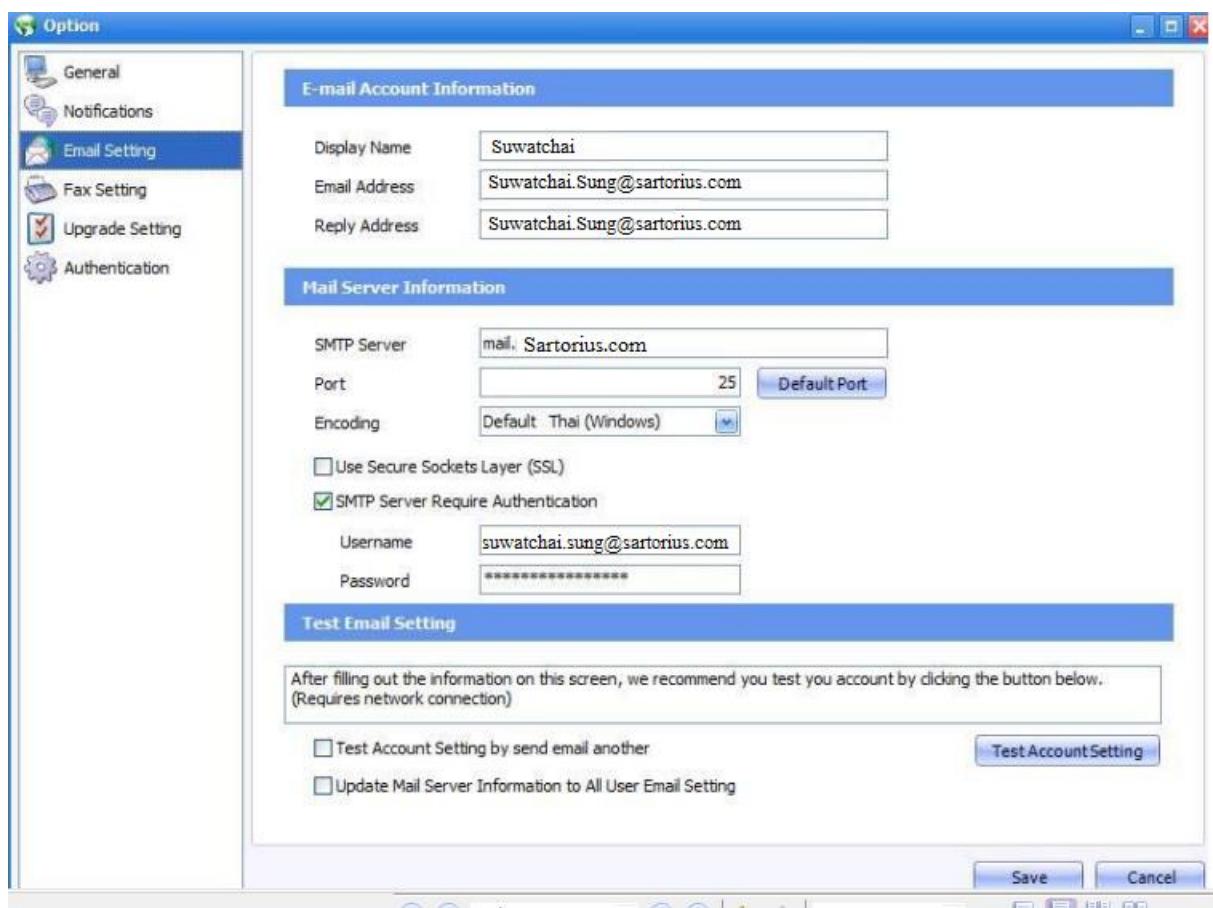


คู่มือการ Set E-Mail Alert

- ที่ Tool >> Option >> Email Setting
 - กำหนด Email Address, Username , Password
 - กำหนด SMTP Server



- ที่ Organization >> Organization Rule(ข้อกำหนดองค์กร) >> to define email format (กำหนดรูปแบบการตั้งค่า email)



Alert & E-Mail & Report > Define E-Mail
 It is to define so that the system can send E-Mail to alert the approvers of different levels by selecting sending E-Mail option from the specify approval level window.

<ul style="list-style-type: none"> <input type="checkbox"/> Organization Structure System <ul style="list-style-type: none"> <input type="checkbox"/> Company Specification <input type="checkbox"/> Record Register System <input type="checkbox"/> Salary System <input type="checkbox"/> Time Attendance System <input type="checkbox"/> Leave alert system <input type="checkbox"/> To define E-Mail format <ul style="list-style-type: none"> <input type="checkbox"/> Define E-mail for document cancel <input type="checkbox"/> Define E-mail alert system that ... <input type="checkbox"/> To define report format <input type="checkbox"/> Specify Alerting Format <input type="checkbox"/> Recruitment 	<p>User Information</p> <p>Your Name <input type="text" value="Suwatchai"/></p> <p>E-Mail Address <input type="text" value="Suwatchai.sung@sartorius.com"/></p> <p>Remark</p> <p>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</p>
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- 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

<ul style="list-style-type: none"> <input type="checkbox"/> Organization Structure System <ul style="list-style-type: none"> <input type="checkbox"/> Company Specification <input type="checkbox"/> Record Register System <input type="checkbox"/> Salary System <input type="checkbox"/> Time Attendance System <input type="checkbox"/> Leave alert system <input type="checkbox"/> To define E-Mail format <ul style="list-style-type: none"> <input type="checkbox"/> Define E-Mail <input type="checkbox"/> Define E-mail for document cancel <input type="checkbox"/> To define report format <input type="checkbox"/> Specify Alerting Format <input type="checkbox"/> Recruitment 	<p>Send E-mail alert system that does not require the approval hierarchy</p> <p><input type="checkbox"/> E-mail alert system that does not require the approval hierarchy</p> <p>Send E-mail alerts of approval</p> <p><input type="checkbox"/> Send E-mail the result awaiting approval <ol style="list-style-type: none"> 1. Send E-mail documents waiting to get approval 2. Send E-mail documents waiting for approval to request's documents </p> <p><input type="checkbox"/> Send E-mail notifications of deputize approver : Send E-mail documents waiting for deputize approver</p> <p>Send E-mail alerts result approval</p> <p><input type="checkbox"/> Send E-mail the result approval <ol style="list-style-type: none"> 1. Send E-mail the document to request's documents to know 2. Send E-mail the document to get approval and deputize approver </p> <p>Send E-mail alert the result not approve</p> <p><input type="checkbox"/> Send E-mail the result not approve <ol style="list-style-type: none"> 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 </p> <p>CC E-mail Address :</p> <div style="border: 1px solid #ccc; width: 100%; height: 100px; margin-top: 10px;"></div> <p>Remark : Cc e-mail address 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</p>
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- Define email alert system that doesn't require the approval hierarchy กำหนดว่าจะให้อีเมล์
 เตือนเรื่องใดบ้าง (แนะนำให้ติดทั้งหมดก่อนเพื่อทดสอบการส่งเมล์ให้ครบถ้วน แล้วค่อยตัดออกทีหลัง)



3. ตรวจสอบความถูกต้องของ email ผู้รับที่ Personnel > Employee Record



Employee Record

Details

Information Other menu

General Personnel Information Employment Payment Accumulate /Carried-Over Income Regular Income - Deduct
Capabilities Tax Allowance Parent's Tax Allowance Tax allowance / Disability Social Insurance Training
User group / permission approval Address Administrator Note Attachment

Copy Address

Address Name

Address No. Moo Building
Room No. Floor Village
Lane Street
District Amphur
Province Post Code
Country
Contact Name
Phone 1
Phone 2
Phone 3
Fax
Website

E-Mail 1 saatra.s@sartorius.com
E-Mail 2
E-Mail 3

View Google map

Latitude 0 Longitude 0

For convenience in searching for information to save in current address,
first please select Country, Province and District respectively.

ที่ Tab Address ต้องใส่ email ผู้รับให้ถูกต้องด้วยไม่เช่นนั้น mail ก็ยังไม่ถูกส่งออกจากโปรแกรม

