

## คู่มือการ Set E-Mail Alert

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

The screenshot shows the 'Option' dialog box with the 'Email Setting' tab selected. The 'E-mail Account Information' section contains fields for Display Name (Suwatchai), Email Address (Suwatchai.Sung@sartorius.com), and Reply Address (Suwatchai.Sung@sartorius.com). The 'Mail Server Information' section includes SMTP Server (mail.Sartorius.com), Port (25, Default Port), Encoding (Default Thai (Windows)), and a checked box for 'SMTP Server Require Authentication'. The 'Test Email Setting' section has a 'Test Account Setting' button.

2. 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.

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

E-Mail Address

**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  
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**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 deputize approver

CC E-mail Address :

**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

OK Apply Cancel

- Define email alert system that doesn't require the approval hierarchy กำหนดว่าจะให้อีเมลเตือนเรื่องใดบ้าง (แนะนำให้คิดทั้งหมดก่อนเพื่อทดสอบการส่งเมลให้ครบทุกด้าน แล้วค่อยติคออกทีหลัง)



3. ตรวจสอบความถูกต้องของ email ฝั่งผู้รับที่ 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  Mobile   
Phone 1  E-Mail 1   
Phone 2  E-Mail 2   
Phone 3  E-Mail 3   
Fax   
Website

[View Google map](#)

Latitude  Longitude

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

ที่ Tab Address ต้องใส่ email ผู้รับให้ถูกต้องด้วยไมเช่นนั้น mail ก็ยังไม่ถูกส่งออกจากโปรแกรม

