## Setting up AgvAgent for Email

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Agvance Agent can be set up to enable emailing of tasks/reports.

AgvAgent only works as a scheduled batch if full SQL is used. Without the full version of SQL, the scheduled batches will not run and emails will not be sent.

## User Email Addresses

To email reports from AgvAgent, set up email address at Hub / Setup / Users.

Additionally, the *Mail Host* must be specified at *Hub / Setup / Company Preferences* on the *General* tab (an email administrator can supply this information).

## Setup

Agvance Agent provides a setup area to establish email groups before emailing various tasks/reports in Agvance Agent.

1. At AgvAgent / Setup, select Email Group.



2. Choose Add to open the *Email Group* setup window. Email Groups can also be edited and deleted here as needed.

🔛 Email Group		
ID 🛆 Des	cription	Add
💀 Email Group	×	Edit
Description		Delete
To Addresses	Email Address	Cancel
Select User		]
Add Row		
	Save Cancel	

3. Add individuals to the Email Group by selecting Agvance Users from within the company or by adding individual email addresses. To add other Agvance Users from within the company, choose **Select User** to select one or more Users from a list.

🔜 Email Group		_		×			
ID				Add			
💀 Email Group		×		Edit			
Description	D	elete					
To Addresses	To Addresses Email Address						
	🖳 Select Users			×			
Select User Add Row	User Name Controller Robert Ellis	User ID 1 1RE	Δ	Done Untag All Tag All Tagged 0			
		User ID					

4. To add other individuals, select Add Row and manually type in the email address of the intended recipients.

🔛 Email Group					_		$\times$
ID						Add	ł
🖳 Email Group				×	1	Edit	:
Description						Dele	te
To Addresses E	mail Address					Cano	el
Select User							
Add Row							
		Save	Cano	el .			

To add tasks/reports to a batch, select the Tasks tab.

After selecting a task for the batch and setting the Printer to *Email*, the following information must be entered before saving the task setup.

- 1. Specify the File Type.
- 2. Enter the File Path (the file to be emailed will first be saved to the designated File Path).
- 3. Enter the File Base Name.
- 4. Enter an Email Subject.
- 5. Enter an Email Message.
- 6. Select at least one Email Group (in at least one of 10 available email groups).

Tasks <task report=""> Purchase Contract Listing</task>	Report Set contract	Printer (Email)	F • A	File Type dobe Acrobat (pdf) 🖵	<file path=""></file>	File Base Name	Email Subject	Email Message	<email 1="" group=""></email>	<
<task report=""> Purchase Contract Listing</task>	Report Set contract	Printer (Email)	F T	File Type Adobe Acrobat (pdf) 🖵	<file path=""></file>	File Base Name	Email Subject	Email Message	<email 1≻<="" group="" th=""><th>&lt;</th></email>	<
Purchase Contract Listing	contract	(Email)	• A	dobe Acrobat (pdf) 🖵	er)	The Edge Hame	Zinai Gabjeet	Email moorage	Entail Group 1.	
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When the batch is run, the task/report to be emailed saves to the File Path designated. It attaches to an email sent from the User running the Agvance Agent to recipients included in the Email Group(s) set up for that task/report.