Corum Emailer User Information

CES – Corum Emailer

Corum Emailer (CE) is an integrated email sending system for LOTS that does not depend on Microsoft Outlook to send email files associated with Debtor Statements or Store to Store Transfer files.

Corum Emailer is intended to provide the User with a more reliable and stable emailing platform and does not introduce any major workflow change within LOTS when it comes to the emailing of Statements or Store Transfer files.

Configuration

Upon installation, a new menu item is added to LOTS Menu (under Tools) that will provide access to the Corum Emailer and it's settings.

Selecting the Menu option will display the Corum Emailer module web application in your default Windows browser.

SMTP Settings

SMTP settings need to be specified and validated before the Corum Emailer will start sending emails.

You will need to find the details from your ISP or IT department if you have one.

The username and password typically relate to the user email account under which the emails will be sent.

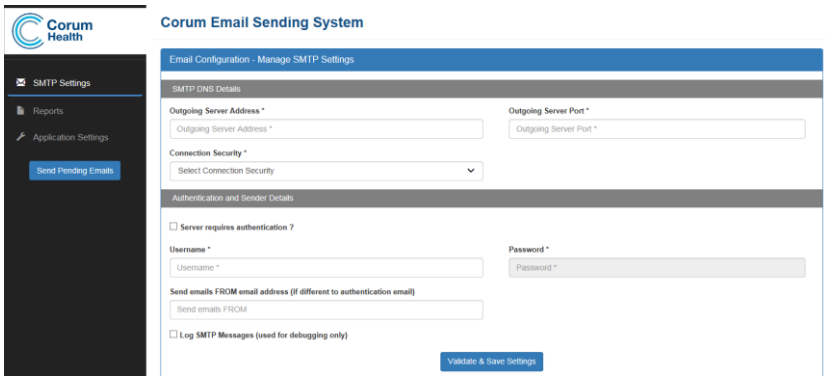
There is also a "Send emails FROM" option to configure an additional email address to be displayed as the sender on the recipient's emails.

Once you have these details, please contact Corum Support on 1300 760 022 for further assistance.

We strongly advise that once Corum Support have configured the emailer, these details are not changed unless absolutely necessary.

Changing these details will result in the emailer not working.

Exception: If the email address or password has changed for the email account associated to the sending, then these details must then be updated immediately.

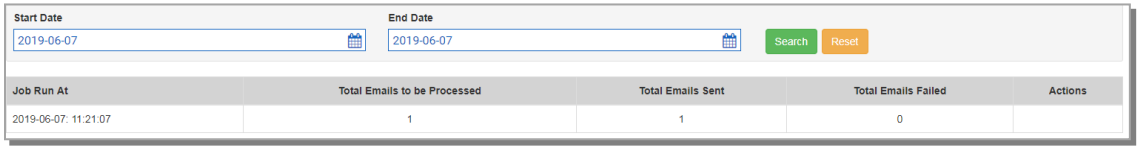


Reports

This Tab provides the User with a summary/status of each email sending batch/run.

You can filter the results within a specific date range, and view the details of any errors (e.g. missing attachments or invalid email addresses).

Please note that the results grid shows the summary information per email sending run, and not per individual email message. This allows the User to drill down into the details of any failed messages by clicking the Show Errors button for that batch.
A status Report will be sent to a nominated email address after each batch/run, if a failure is detected.



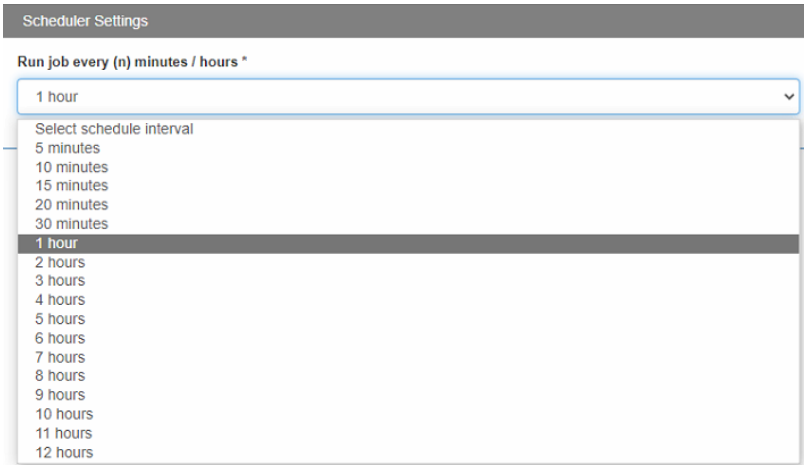
Application Settings

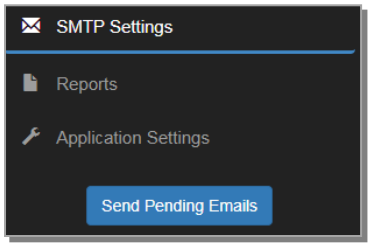
Please Note: Other than the Status Report Email & Run Job settings, it is advised that these settings be left as default.

LOTS Pending Directory: This is the drop folder location where the generated email files will be sent from
Email reports Directory: This is where the failure Report PDF files are created
Status Report Email: This is the email address where the Status Report will be sent
User Information: This is a system file where Corum Emailer obtains User Details

Run Job in every (n) hours: This is the configuration setting for the sending interval. Several intervals are available starting at 5mins through to 12 hours.

By default, after the installation the sending interval will be set to 2 hours



Send Pending Emails

The Send pending Emails button provides the User with a manual means of sending pending emails.
Selecting this button will send any email files that have been generated and waiting to be sent.