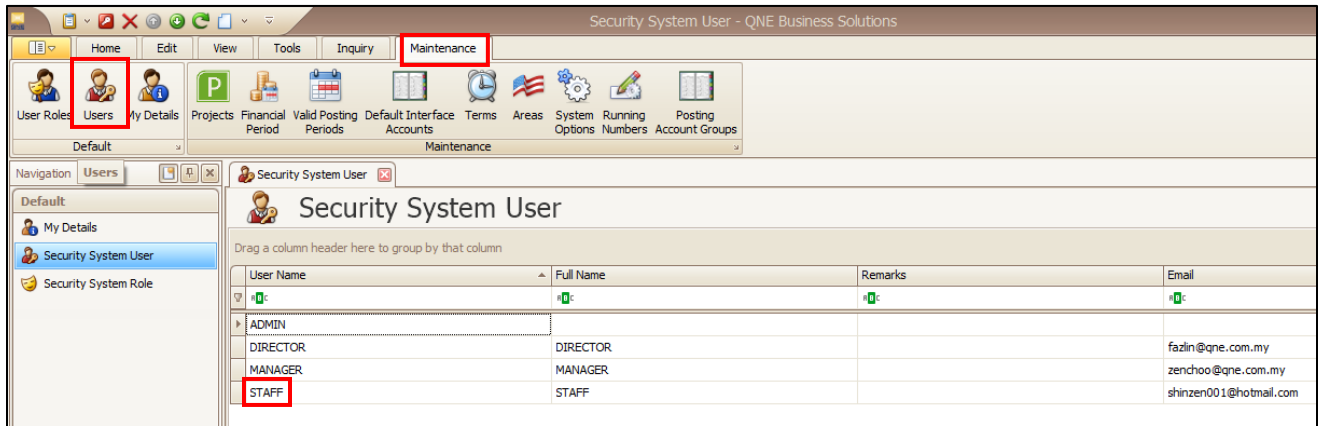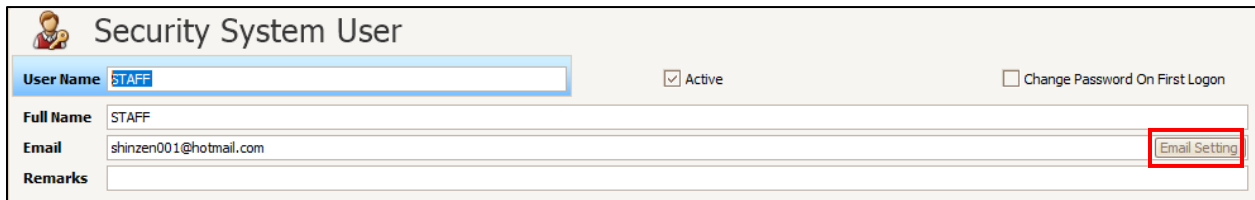**Purchase Requisition Email Notification (Windows Application)**
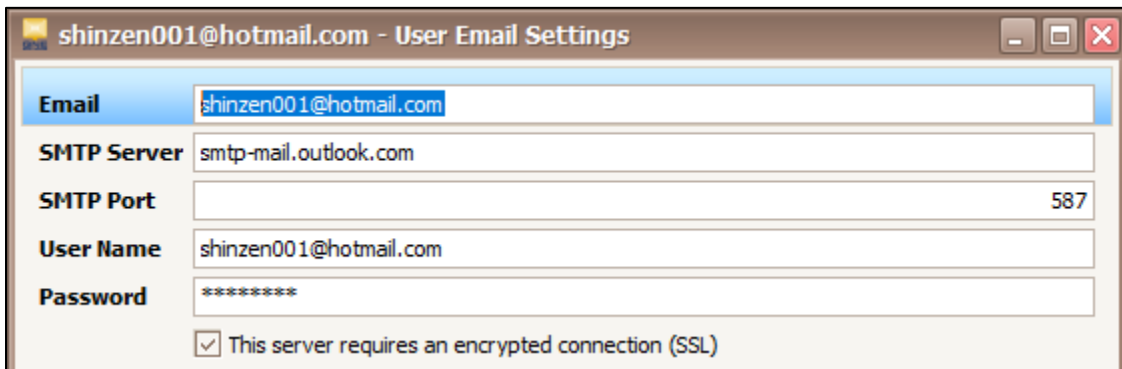
1. Configure User Email Settings

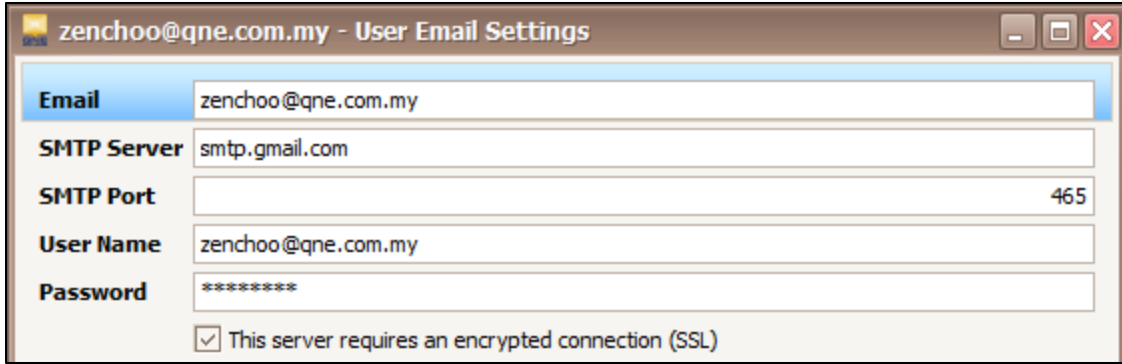2. Select on Username, then Click Email Setting

3. Enter the Email SMTP Server & Port
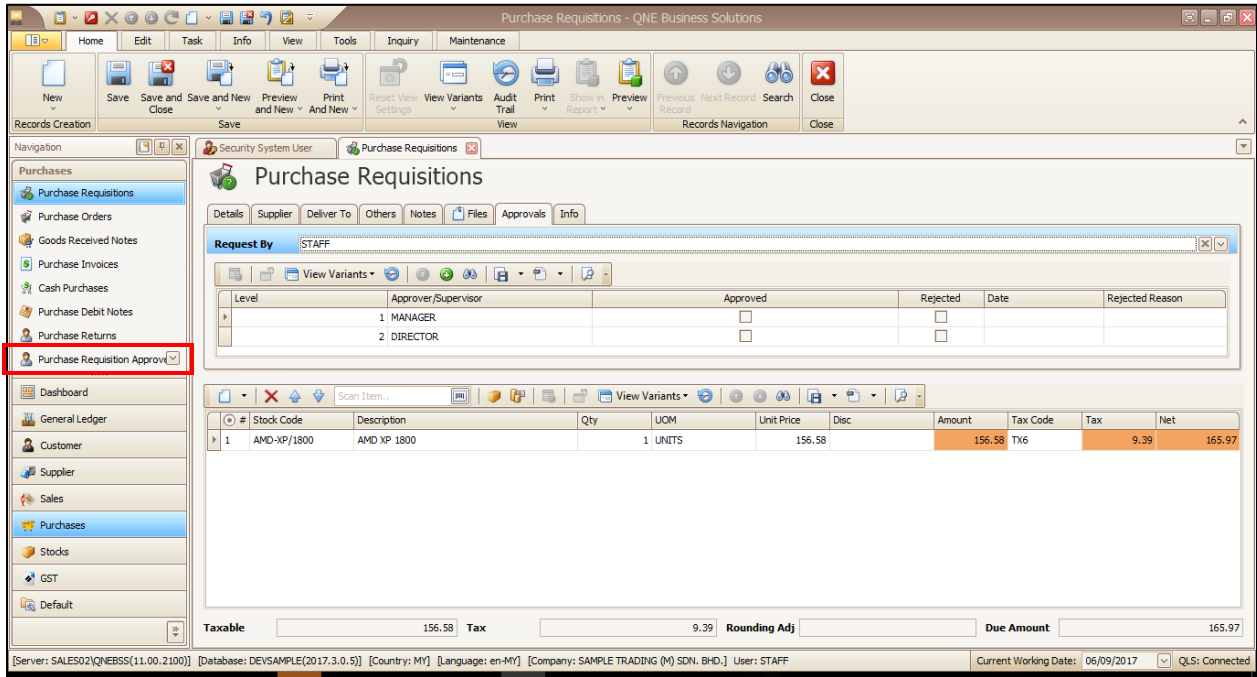   Notes: You can search the email SMTP Server & Port from Google

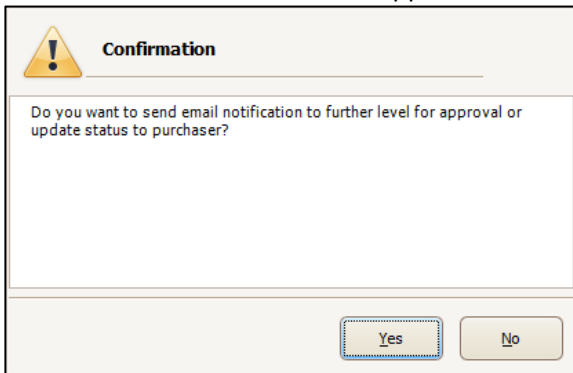*Hotmail/Outlook Settings*

Gmail Settings

4. Login as STAFF Username, create a sample Purchase Requisition, then SAVE.
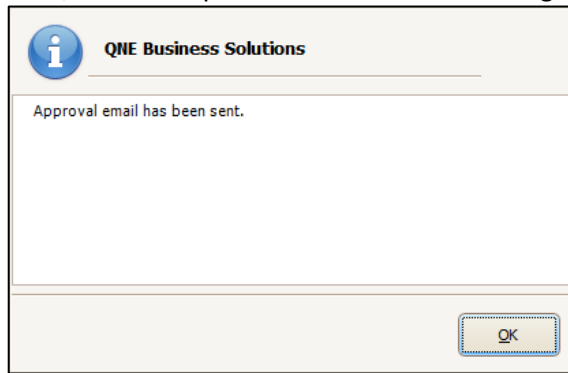   Make sure the Purchase Requisition Approval has been setup.

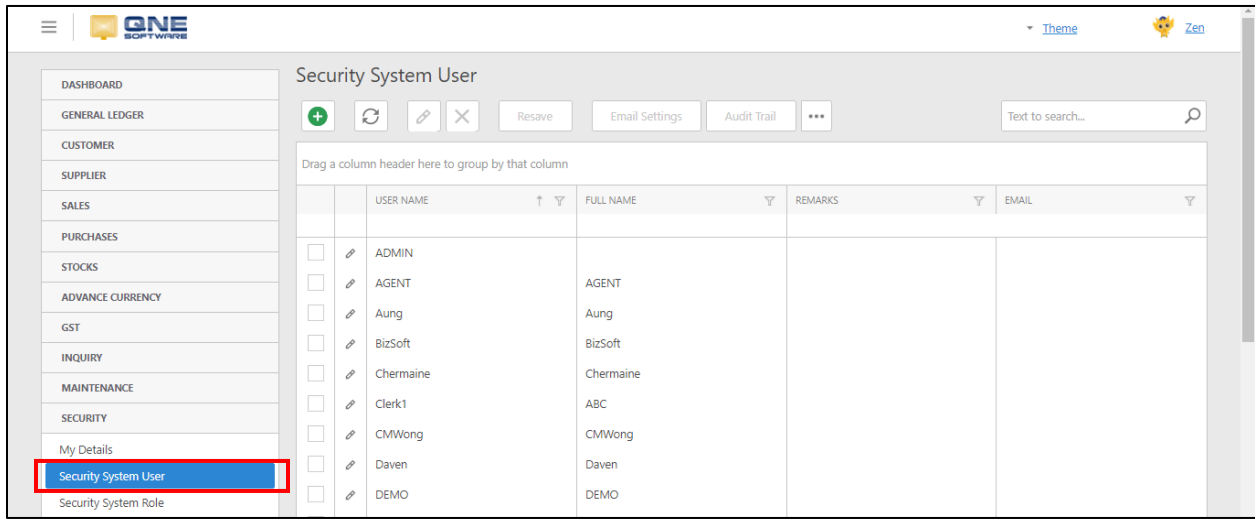After Clicked Save, System will ask for Confirmation to send Email for Approval.

If the Email Settings is correct, the email will be send, otherwise please reset the email settings.
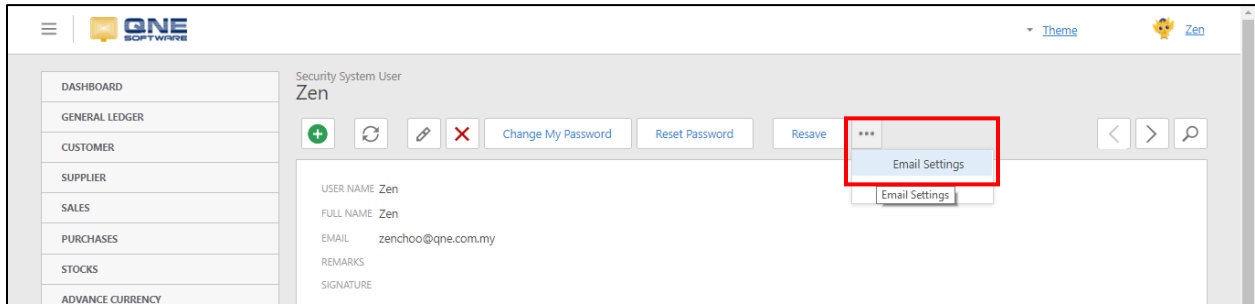
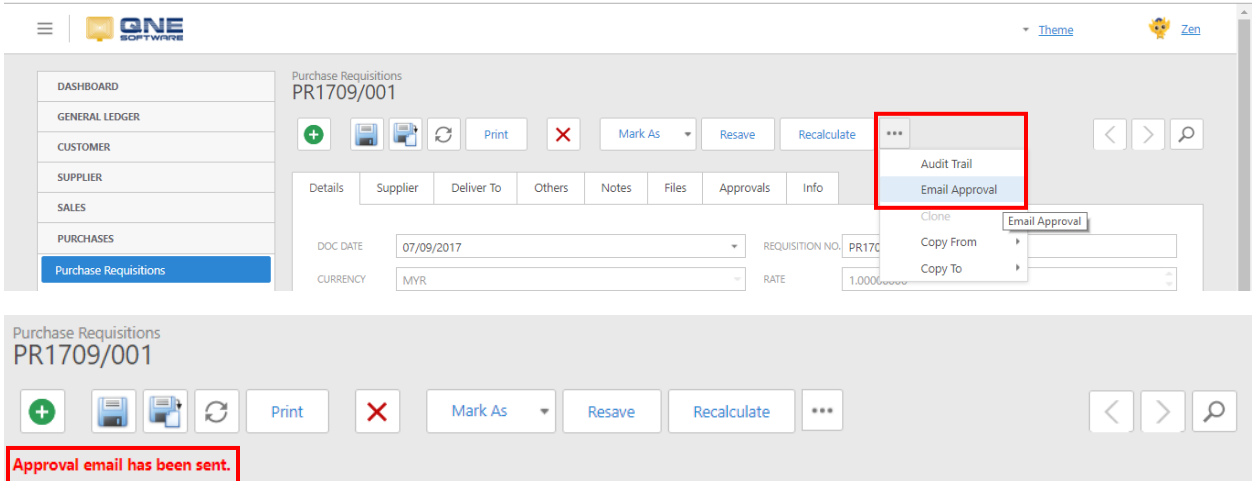**Purchase Requisition Email Notification (Web Based Application)**

1. Go Security > Security System User > Select Username

2. Click on Three Dot Button (…) > Email Settings

3. Go Purchase Requisition > Create a Sample PR > Click on Three Dot Button (…) > Select Email Approval > Once Email Sent, it will appear RED message on screen as below.

Email Sample for Sender/Requester

The email will be included Purchase Requisition Document Number, P.R. copy as Attachment and Database Name.

Reply   Reply All   Forward

Thu 07/09/2017 10:09 AM

zenchoo@qne.com.my

Purchase Requisition [PR1709/001] Approval

To   zenchoo@qne.com.my

PDF   PurchaseRequisition.pdf
19 KB

You have sent Purchase Requisition Number [PR1709/001] to Zen2 for approval
Database: OUCoP7

Message from QNE.

Email Sample for Receiver/Approval

Reply   Reply All   Forward

Thu 07/09/2017 9:53 AM

Zen Choo <shinzen001@hotmail.com>

Purchase Requisition [PR1709/008] Approval

To   zenchoo@qne.com.my

PDF   PurchaseRequisition.pdf
133 KB

Purchase Requisition Number [PR1709/008] is pending for your approval
Database: DEVSAMPLE

Message from QNE Business Solutions.
Please login into the application to give approval.