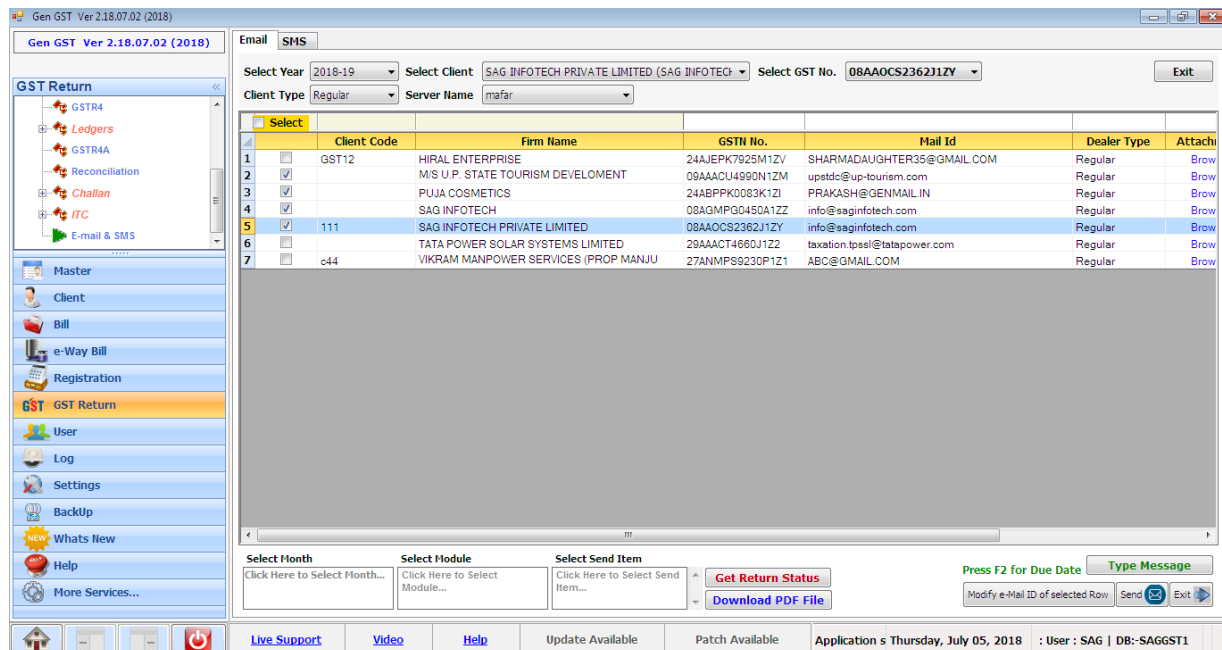# GST SOFTWARE

E-MAIL & SMS

- Click on the E-mail and SMS tab in the Return menu.

E-MAIL

- Then a new window will be opened where user has to select the client and select the month as shown below.

- Here we have also provided the facility to select the client type from the drop down menu whether it is regular or composition.
- According to the client type client list will be displayed.
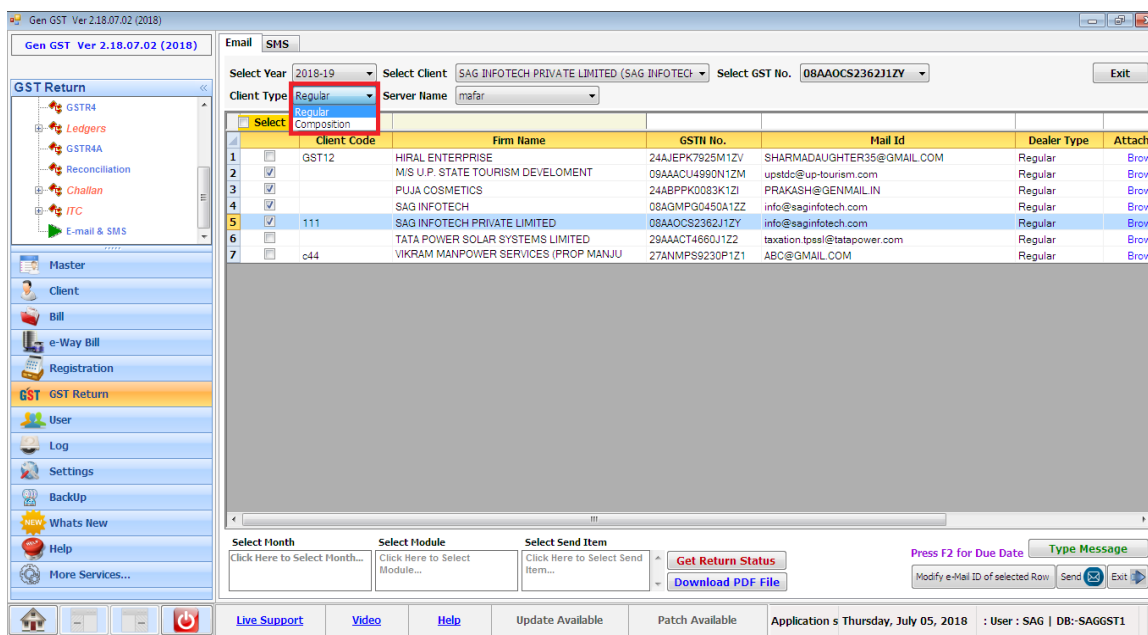
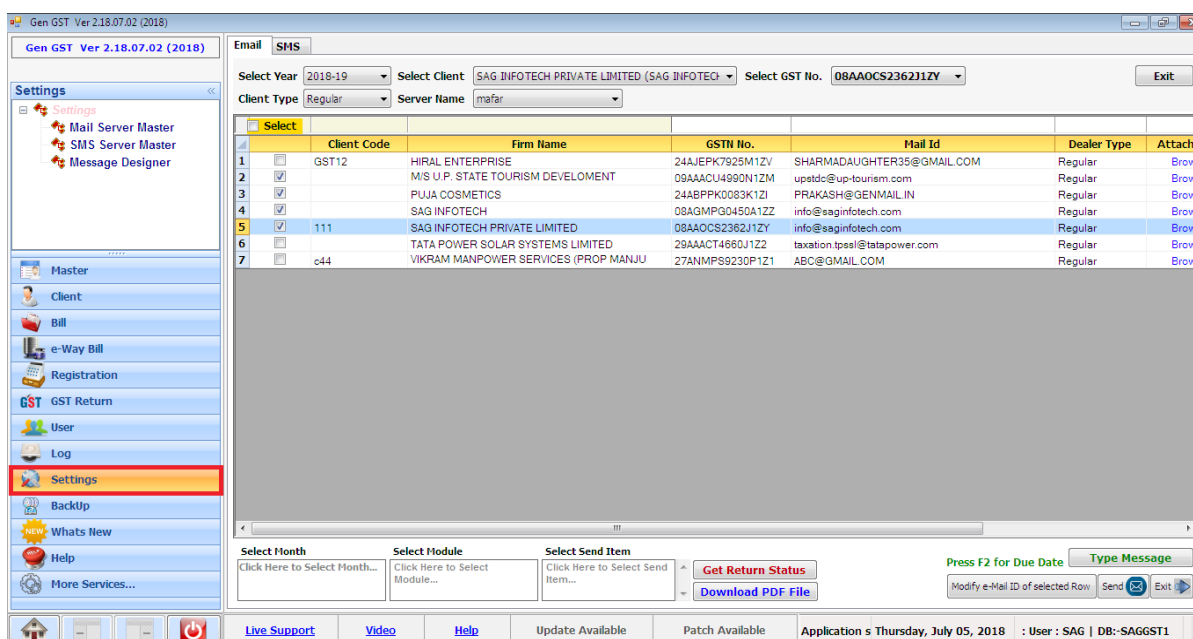- Next drop down menu is used for setting the server name. Server name is used to store the mail details like from which mail id you are sharing information.

There is some steps for setting server name.

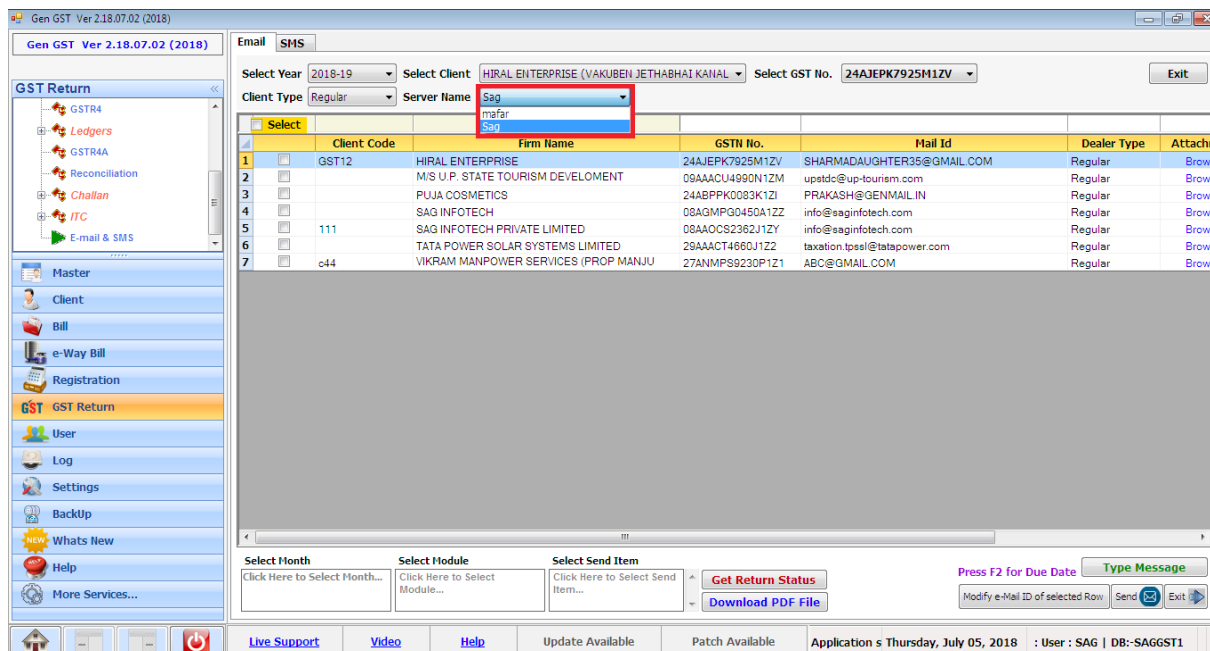- First of all click on the Setting menu from the software as shown below.

- After clicking on the settings click on Mail **Server Master Tab** from the Settings menu.
- Then a pop-up window will be opened where you have to click on the new button as shown below.
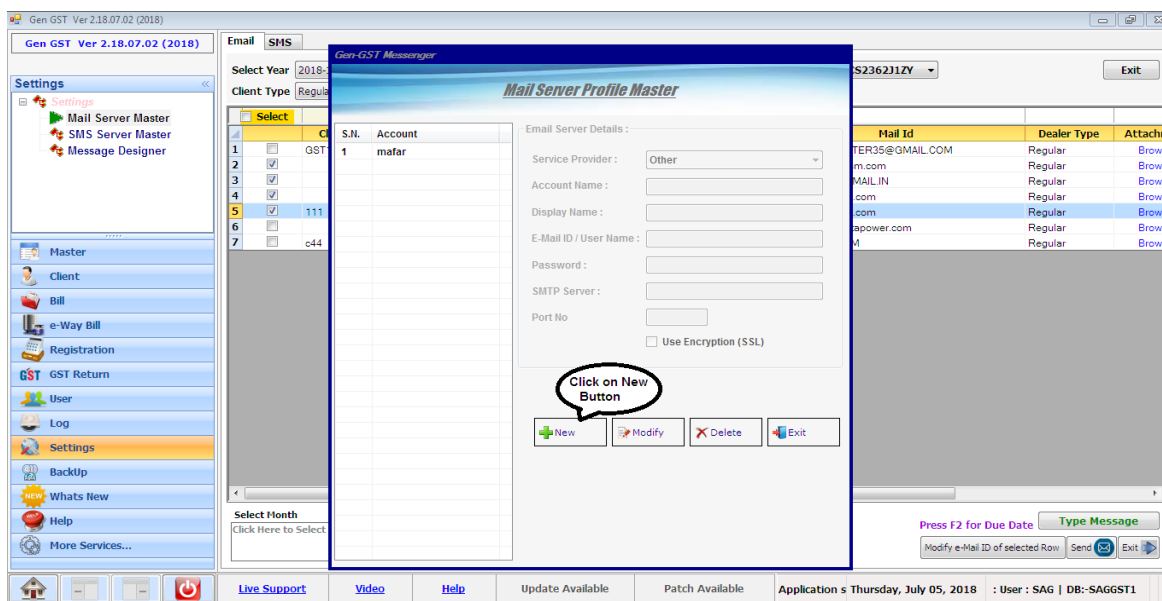
- When user click on the new button then all the text box is enabled for filling the details.
- First of all user has to select the service provider from the drop down menu like:-Gmail, Yahoo Mail, Hot Mail.
- After that you have to enter the account name, display name, Email Id (From which you want to send the email to the client) and Password (Your Gmail account Password).
- At last click on the use encryption checkbox as shown below.
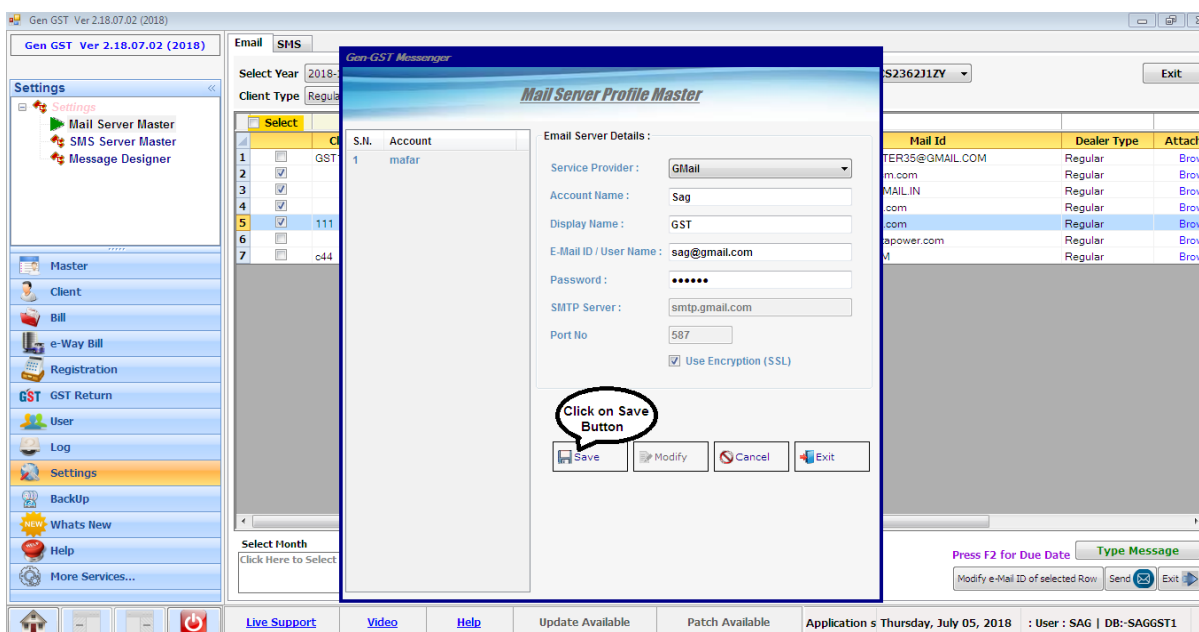
- After saving the server detail again move to the Email and SMS tab and select the server name from the drop down menu.

- We have also provided the facility for the multiple selection of month, Module and ITEM (Which file you want to share with the clients).
- For the Multiple selection of the Month click on the select month at the bottom of the corner as shown below.

- In the same way you can also select the Module and Select the Multiple Item.
- If PDF file is not downloaded in the system then we have also provided the facility for downloading the PDF file.
- Here user has to click on the Download PDF file button at the bottom of the window, where he/she has to enter the credential details and captcha (this process is repeated for all the client which is selected for downloading the details) then pdf file is downloaded for the selected client.
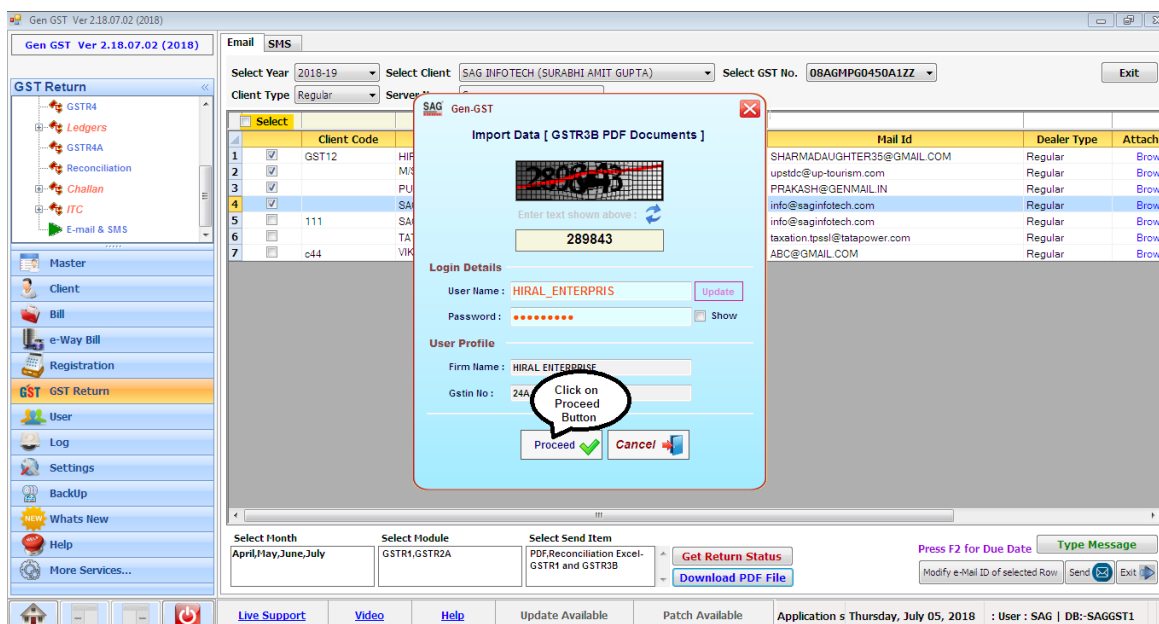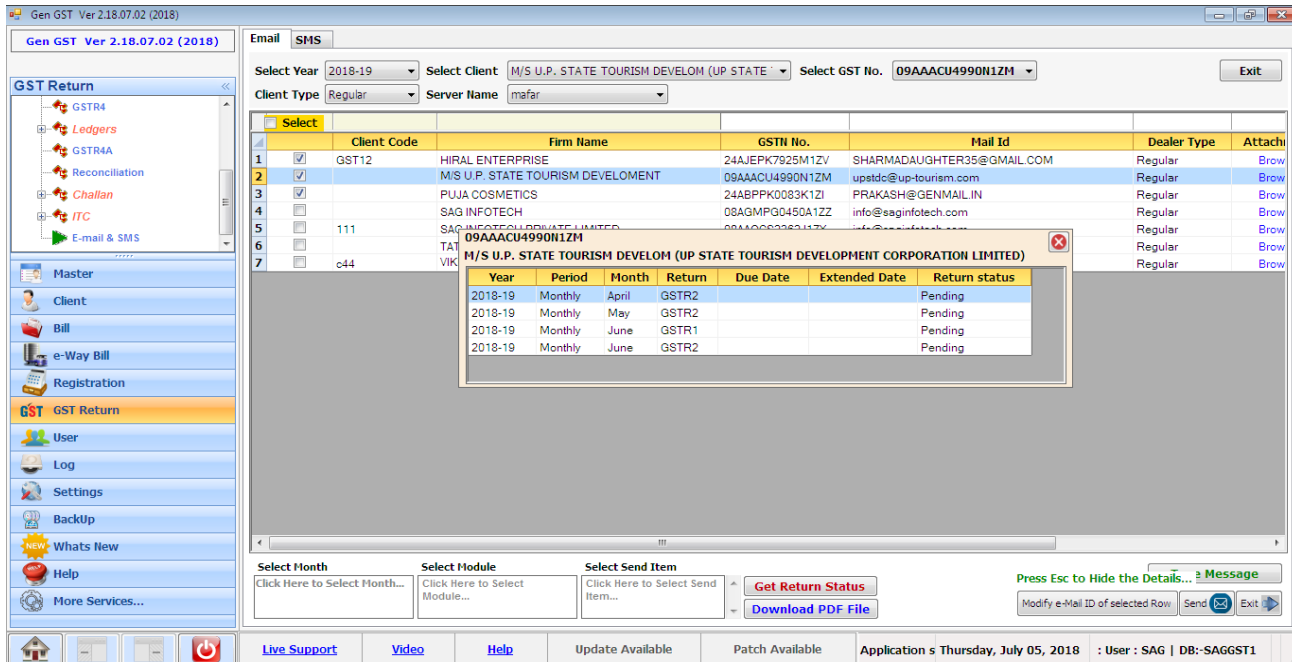

- If user want to Get the return status of the selected client then click on GET return Status Button then a pop up window will be opened where user has to enter the captcha and credential details (this process is repeated for all the client) then return status is get for the all selected client.
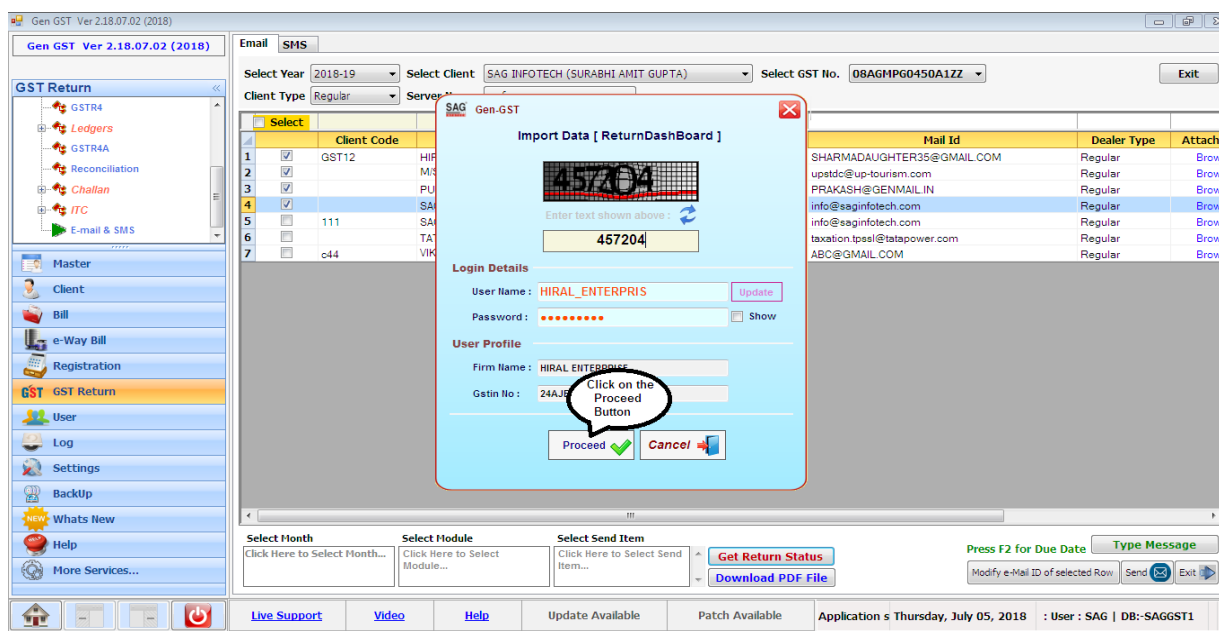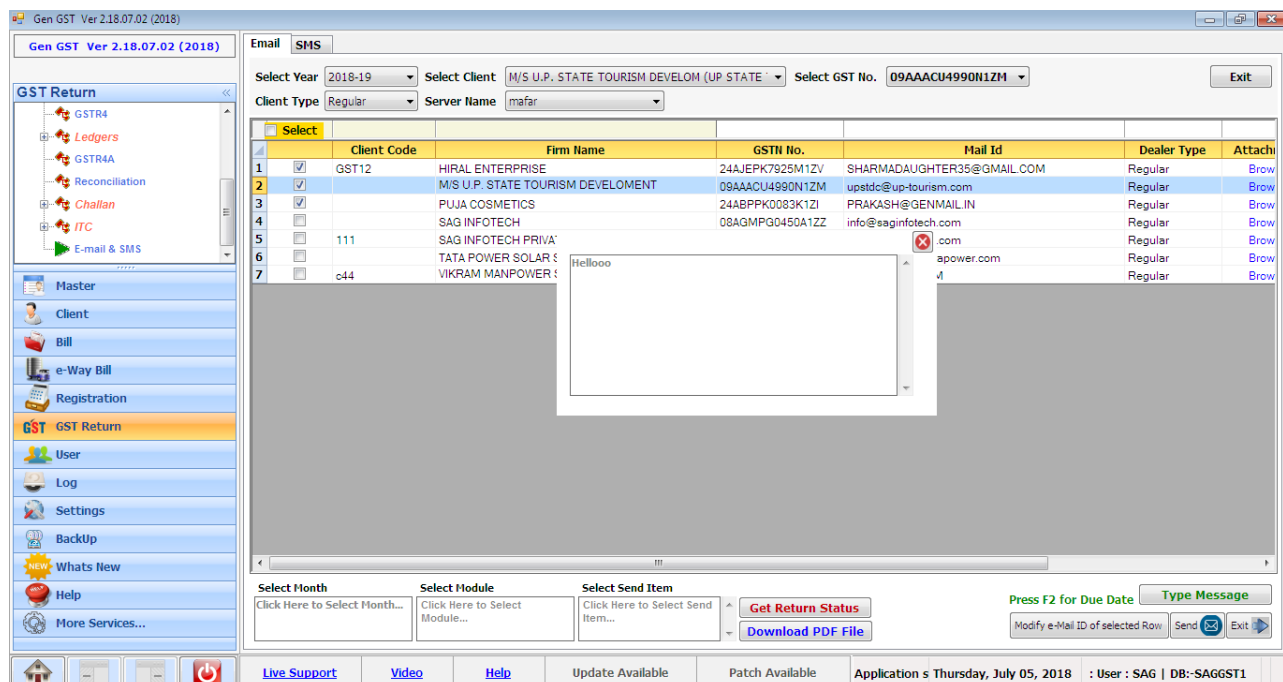
- We have also provided the facility for checking the Due date of the selected client, for that user has to simply press the F2 then a pop-up window will be opened.

- We have also provide the facility of typing the message for that, user has to click on the type message button then a pop-up window will be opened where he/she has to type the message according to his/her convenience as shown below.
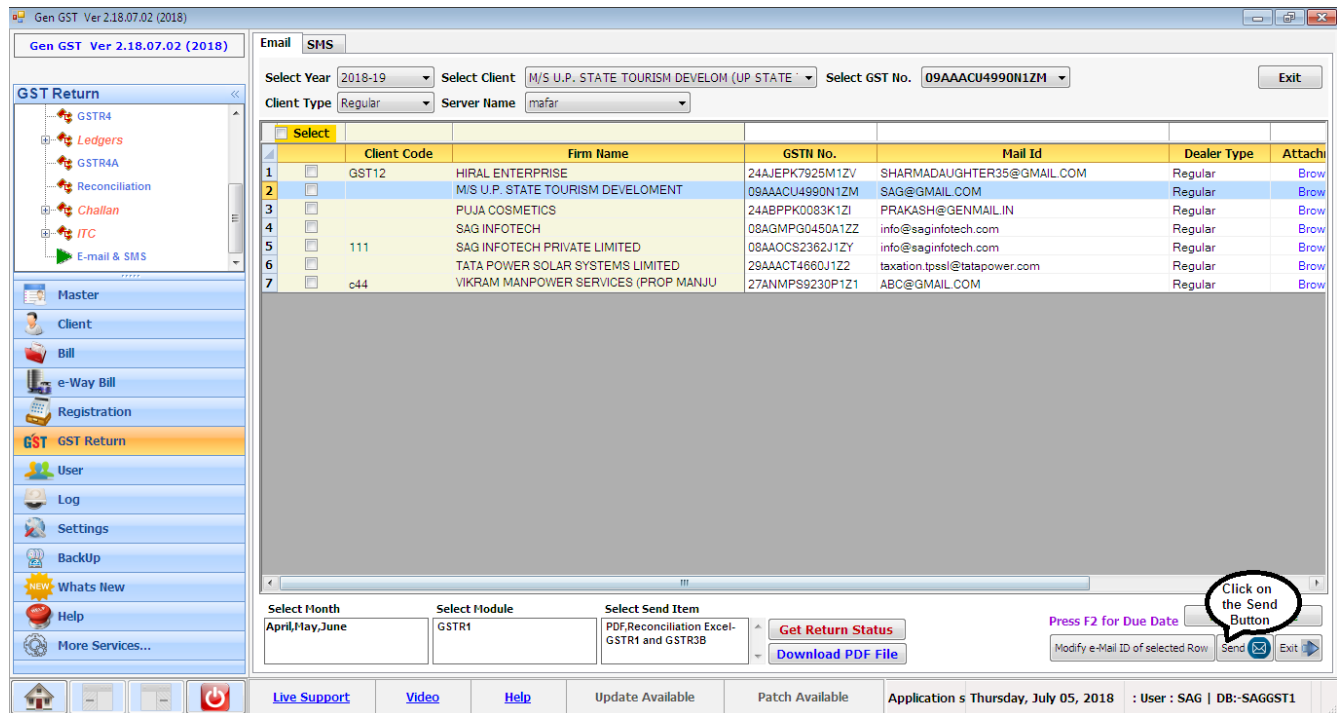
- If user want to modify the email id of the selected client then click on the modify email id button then a pop-up window will be opened where Existing mail id is already filled and enter the new mail id after that click on the save button as shown below.
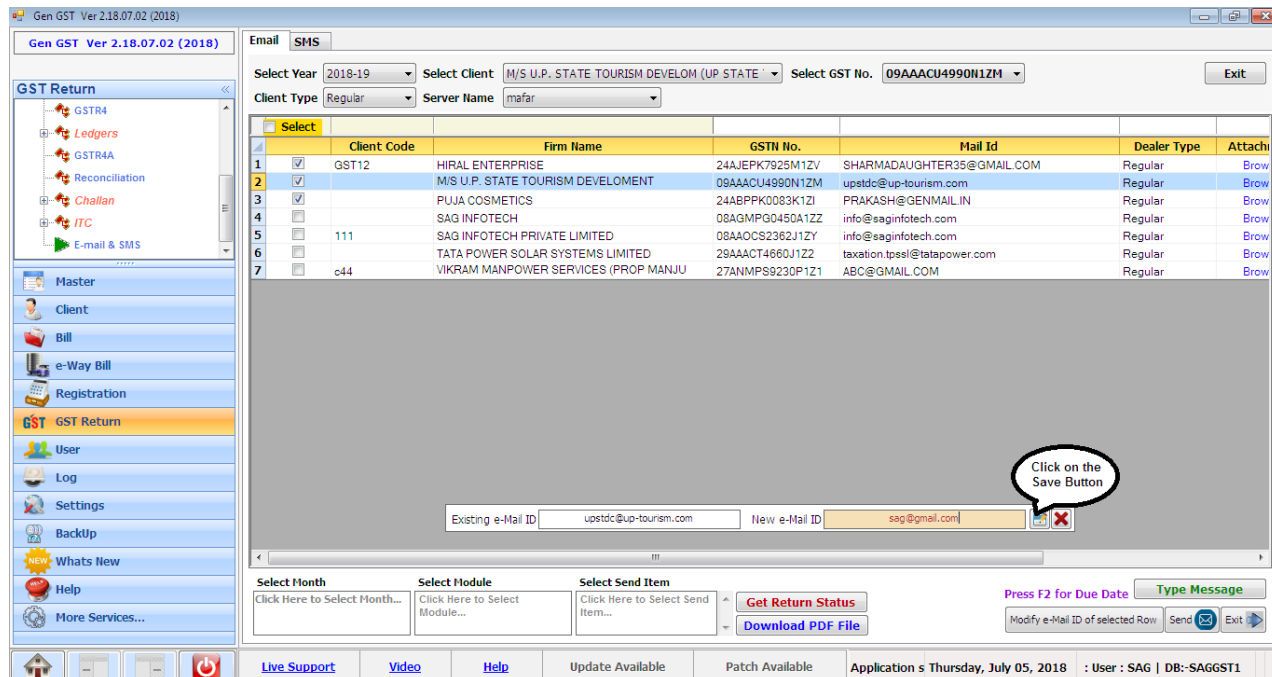
- If user want to attach any other file with the documentation then he/she has to simply click on the browse button then a pop-up window will be opened where he/she has to select the path.
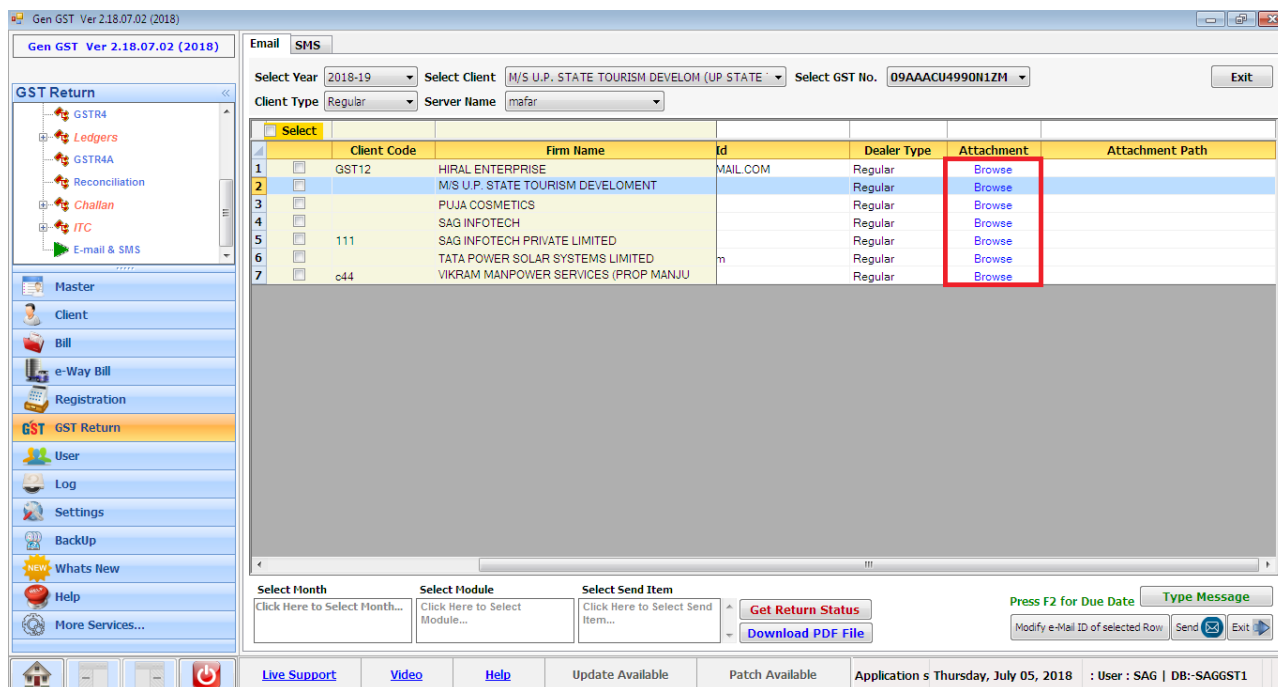
- After saving all the required information at last click on the send button for sending the mail as shown below.

- Follow the same step as done in Email
- Where for the Server name set the SMS Server as we done earlier for the Email Server.