

## Automatically Email or SMS End of Day Information

A new feature exists in PosBrowser, allowing you to automatically send the End of Day information to your email, or phone via SMS. This is a great way of staying in touch with your business when you cannot be there, as well as a convenient way to archive your End of Day reports!

### Initial Setup

Firstly, we have to set up your PosBrowser system to be able to automatically send emails, or SMS messages.

*Note: For SMS messaging, you will need to have an account with msglobal.com and will need to know your username and password.*

1. Open the Side Menu, then System Maintenance
2. Double-click on "System Setup Values"
  - a. **To Setup SMS**
    - i. Click on the "Other" Tab
    - ii. Scroll down the list of options until you find the heading "SMS Related" and click EDIT
    - iii. Fill in your msglobal.com account details, then click SAVE.
  - b. **To Setup Email**
    - i. Click on the "Statements" Tab
    - ii. Scroll down the list of options until you find the heading "ISP Email Details" and click EDIT
    - iii. Fill in the options appropriately, then click SAVE. Below is an example:

<b>** ISP Email Details **</b>		
Email sending Timeout	254	Local
Mail server address	mail.bigpond.com	Local
No authorisation needed to log into Email account	Yes	Local
Sender Email account password	*****	Local
Sender Email address	someone@bigpond.com	Local

Jump To Local Shop

[Select section] **POS DEMO SHOP**

Edit Save Cancel

## Configuring the End of Day

Once you have set the above options, you need to configure the End of Day to automatically send you the information:

1. Open the Side Menu, then Cash Register
2. Double-click on "End of Day"
3. Click on the "Managerial" button at the bottom-left of the screen.
  - a. You will now have to enter your initials and password
4. Click on the "Email/SMS" tab at the top of the Managerial Options screen
5. Here you can select whether to send via email, SMS or both! Select the method(s) you would like, enter the email addresses and/or mobile numbers that you would like the information sent to, then click OK.

**Managerial Options**

End of Day / X-Off
Report on Takings
Functions
Email/SMS

Send End Of Day report to following Email addresses (when processed)

Via Outlook   
  Direct Via ISP

manager@posolutions.com.au

NOTE: Via Outlook requires outlook to be installed on machine doing EOD. Direct Via ISP requires ISP details be set up via System Setup Options.

Send End Of Day Total summary to following Mobile phones via SMS (when processed)

+61409425979

NOTE: This feature requires the sms details for SMSGlobal be set up correctly in System Setup Options.

✓    Ok

The next time the End of Day is performed, the information will be sent to you automatically!