

EMAILS

Technology Blueprint Limited

Developer of:

PropCo Enterprise™ Residential Lettings, Management and Accounts Software



Technology Blueprint Ltd.

The Atrium | 23 Clemens Street | Royal Leamington Spa | Warwickshire
CV31 2DW

Copyright Information

Copyright ©2019 Technology Blueprint Ltd. All rights reserved.

 , PropCo Enterprise™, PropCo Web™ & PropCo Mobile™ are all trademarks of Technology Blueprint Ltd.

Apple, iOS, iTunes, iBooks, iPad, & iPhone are all trademarks of Apple Inc. registered in the US and other countries.

© 2019 Google Inc. All rights reserved. Google® and Android™ are trademarks of Google Inc.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Technology Blueprint Ltd. (“TBL”). Under the law, reproducing includes translating into another language or format. Every effort has been made to ensure that the information in this manual is accurate. Technology Blueprint Ltd. is not responsible for printing or clerical errors. Information in this document is subject to change without notice.

Version: R20.6 (Nov 2018)

Your feedback is important for us and vital for improving our service, please email your feedback on this user guide to training@propco.co.uk





Table of Contents

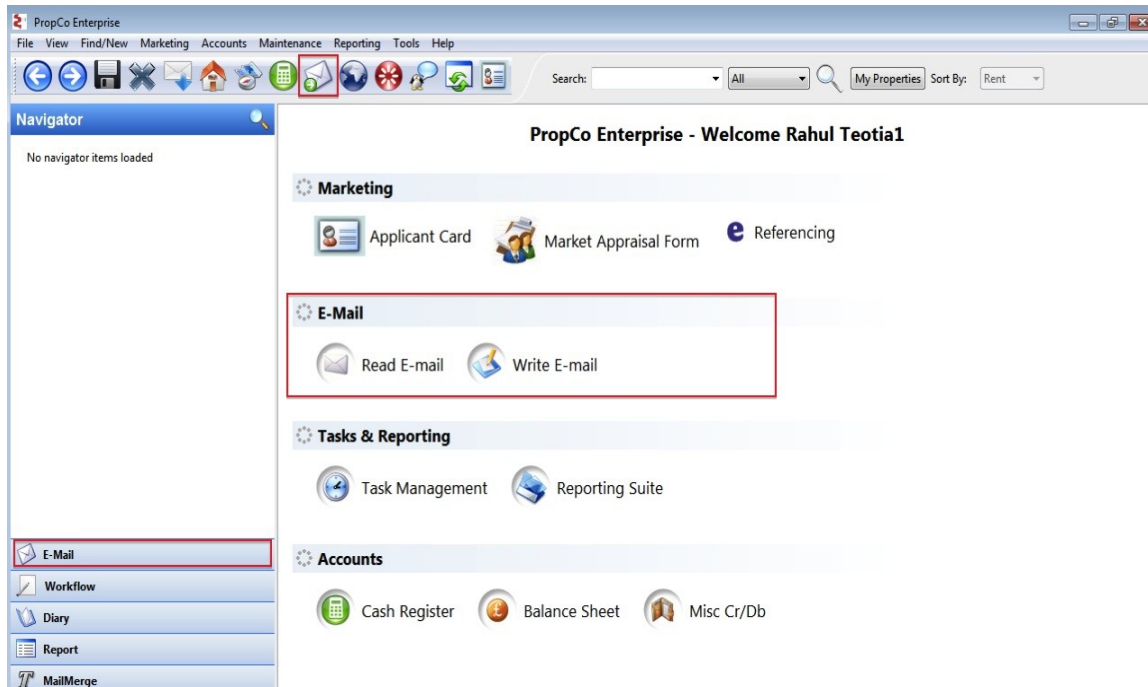
EMAILS.....	4
Reading Emails.....	5
Writing Emails.....	6
Adding Attachments.....	7
Additional Email Controls.....	7
Adding Contacts.....	9

EMAILS

PropCo Enterprise comes with a built-in Messaging system that allows the users to communicate with their clients and each other via Emails & SMS.

The client is compatible with commonly used IMAP service which means you should be able to link your existing email accounts with PropCo and use it as your primary email interface. You can use PropCo alongside another email program such Outlook if you cannot abandon the use of other email clients for whatever reasons.

The screenshot below shows the shortcuts used to access Email.



Reading Emails

'**Read E-mail**' shortcut takes you to your "Inbox" and other email folders are displayed in the Navigation panel

Inbox
You have 99 total, 0 new/unread messages in your inbox

Messages

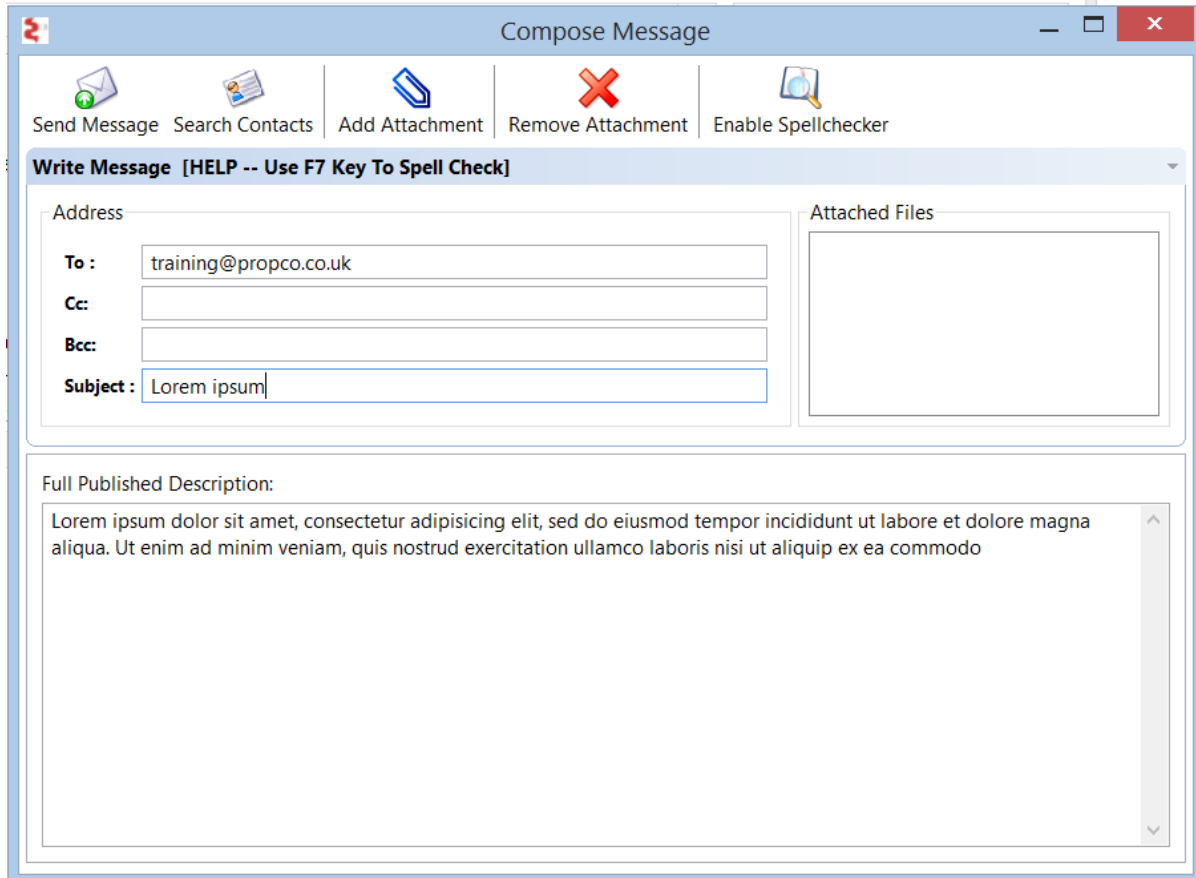
Search Search

Sender	Subject	Date	Size
simranjeetsingh@pro...	You are now owner of a new task	09/12/15 15:13	1kb
simranjeetsingh@pro...	A new task for you	09/12/15 15:13	1kb
agent@lets.com	You are now owner of a new task	02/10/15 10:34	6kb
agent@lets.com	A new task for you	02/10/15 10:34	6kb
agent@lets.com	You are now owner of a new task	02/10/15 10:33	6kb
agent@lets.com	A new task for you	02/10/15 10:33	6kb
agent@lets.com	You are now owner of a new task	25/09/15 08:57	6kb
agent@lets.com	A new task for you	25/09/15 08:57	6kb
agent@lets.com	You are now owner of a new task	25/09/15 08:53	6kb
agent@lets.com	A new task for you	25/09/15 08:52	6kb
gagan@propco.co.uk	Tenant Enquiry	21/09/15 13:56	2kb
ed.burneykumming@l...	Viewing Request	14/09/15 16:02	2kb
manish@propco.co.uk	Out of Office	14/09/15 13:53	1kb
navpreetsingh@prop...	You are now owner of a new task	10/09/15 06:47	1kb
navpreetsingh@prop...	A new task for you	10/09/15 06:47	1kb
navpreetsingh@prop...	You are now owner of a new task	10/09/15 05:48	1kb
navpreetsingh@prop...	A new task for you	10/09/15 05:47	1kb
navpreetsingh@prop...	You are now owner of a new task	10/09/15 05:44	1kb
navpreetsingh@prop...	A new task for you	10/09/15 05:44	1kb
navpreetsingh@prop...	You are now owner of a new task	10/09/15 05:19	1kb
navpreetsingh@prop...	A new task for you	10/09/15 05:19	1kb
navpreetsingh@prop...	You are now owner of a new task	10/09/15 05:16	1kb
navpreetsingh@prop...	A new task for you	10/09/15 05:16	1kb
deepanshu.pachauri@...	Tenant Enquiry	28/08/15 11:39	2kb
deepanshu.pachauri@...	Viewing Request	28/08/15 10:20	2kb
deepanshu.pachauri@...	Viewing Request	28/08/15 10:20	2kb
deepanshu.pachauri@...	Viewing Request	28/08/15 10:19	2kb

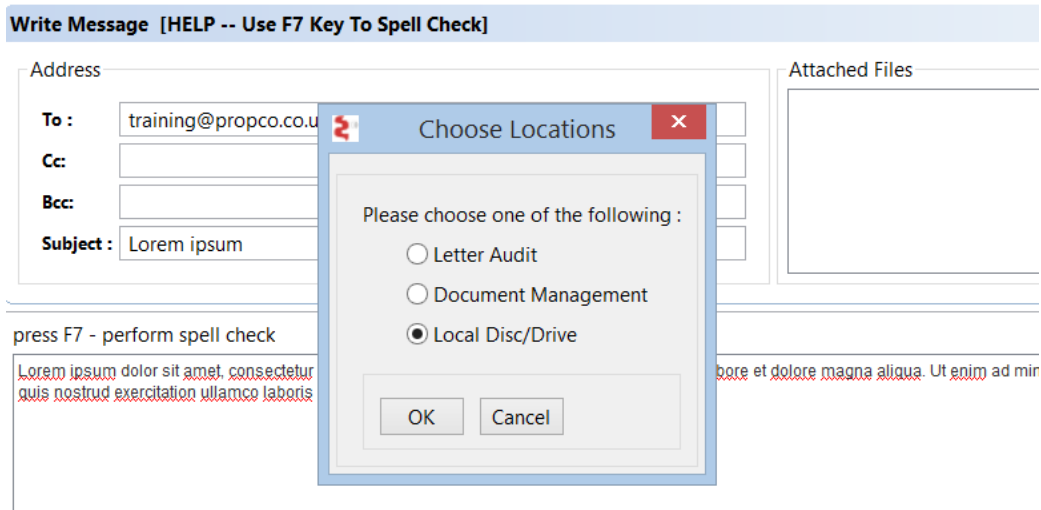
User: Demo1 | Email: manish@propco.co.uk | Domain: Demo Live | Free:26849kb

Writing Emails

'Write E-mail' shortcut opens the Compose window as shown below:

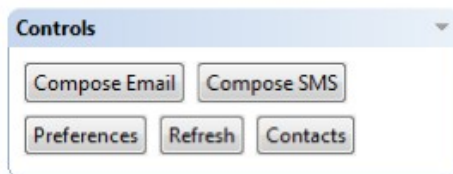


Adding Attachments



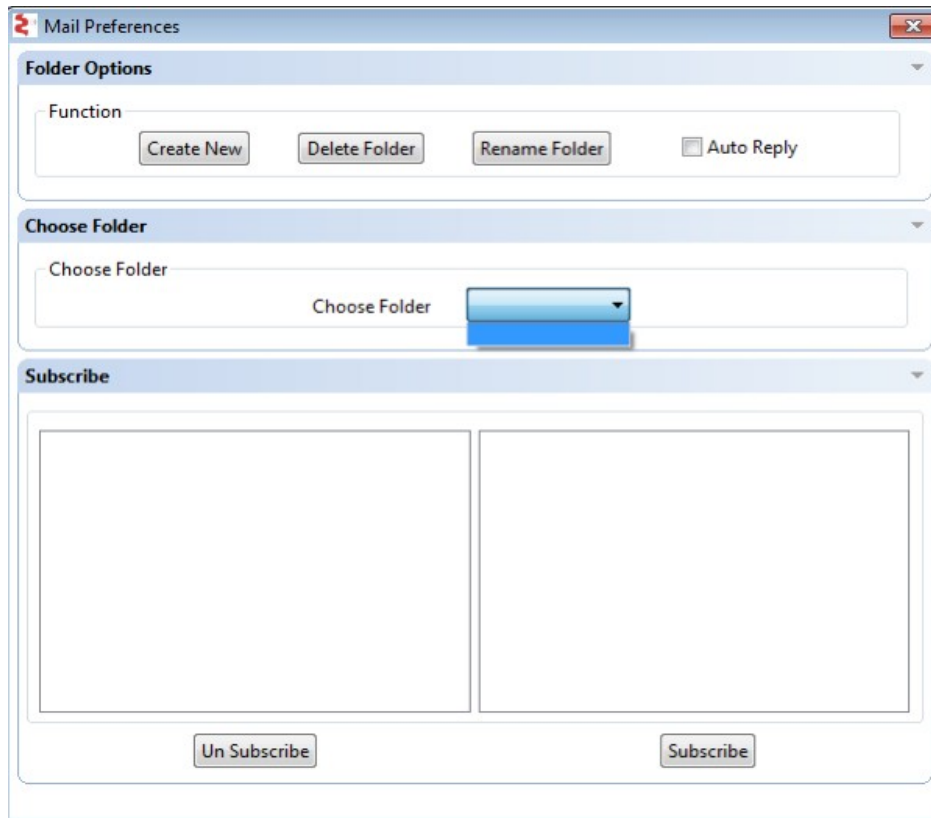
Additional Email Controls

Accessible from the Navigator panel:



- Compose Email - Opens the compose screen
- Compose SMS - Used to compose a SMS
- Preferences - Opens the 'Mail Preferences' window which has various functions as described below

Folder Options



Create New / Delete / Rename Folder: options are used to perform create / delete & rename mail folder(s) actions on whichever folder is selected in the 'Choose Folder' drop down.

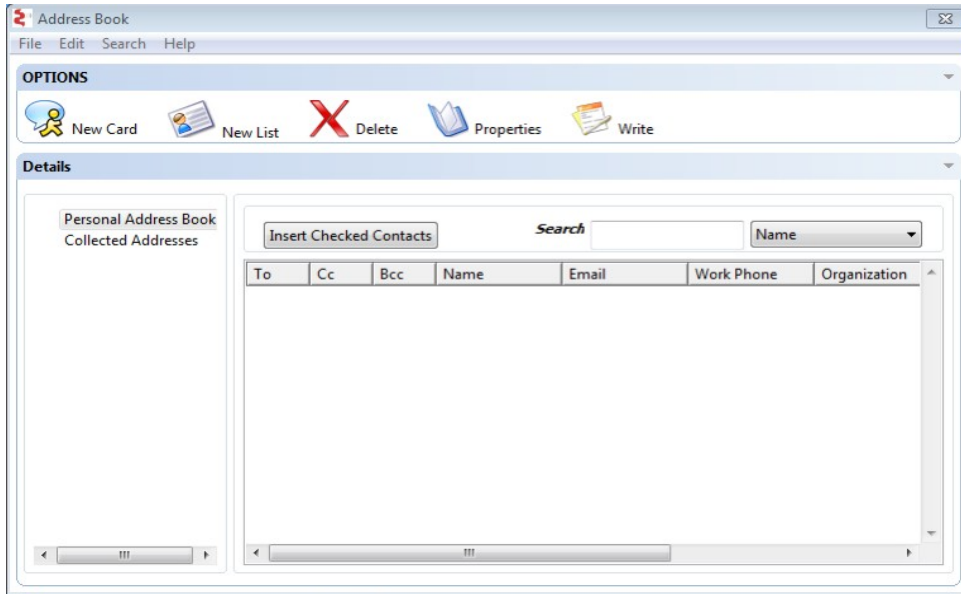
Auto Reply: Is used to configure an automatic response when the user is away. Tick the 'Auto Reply' box and a window pops up where the user can specify the auto response

Subscribe / Unsubscribe: Is used to either subscribe or unsubscribe to publicly available mail folders. To subscribe, simply highlight the folder you wish to subscribe to from the list on the right and hit 'Subscribe'. To unsubscribe, choose the folder from the list on the left and hit 'Unsubscribe'

Refresh: Used to refresh the folders and check for any new mails

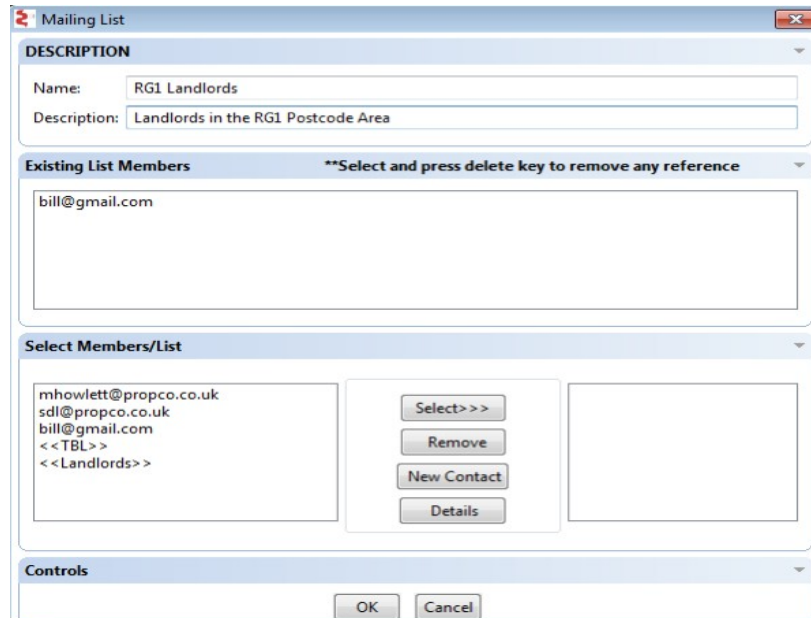
Adding Contacts

Contacts: Opens the 'Address Book' as shows below:



New Card: Used to create a new entry in the address-book

New List: Used to create a Mailing List for sending mailshots



Enter the Name & Description for the mailing list

Choose the contacts you wish to add to the mailing list from the Select Members / List box below and hit the “Select >>>”, the contacts are now added to the list.

To email everyone in the mailing list, please type in the mailing list name in the To; CC or BCC box when composing the email enclosed in <<mailing list name>>.

NB: New contacts can be created using the 'New Contact' button and added to the mailing list from this screen by following the above procedure.

Delete: Used to remove an address book entry

Properties: Used to modify a contact / list

Write: Quick shortcut to compose a new mail to a contact or mailing list. Simply highlight the contact / mailing list and click 'Write'

Personal Address Book: The personal address book of the logged in user

Collected Addresses: System automatically “collects” any unsaved addresses that are not in the address book when the user sends an email from PropCo.

Insert Checked Contacts: Use this button to select a contact / list when composing an email

Search: Used for searching contacts by their name, email address etc.