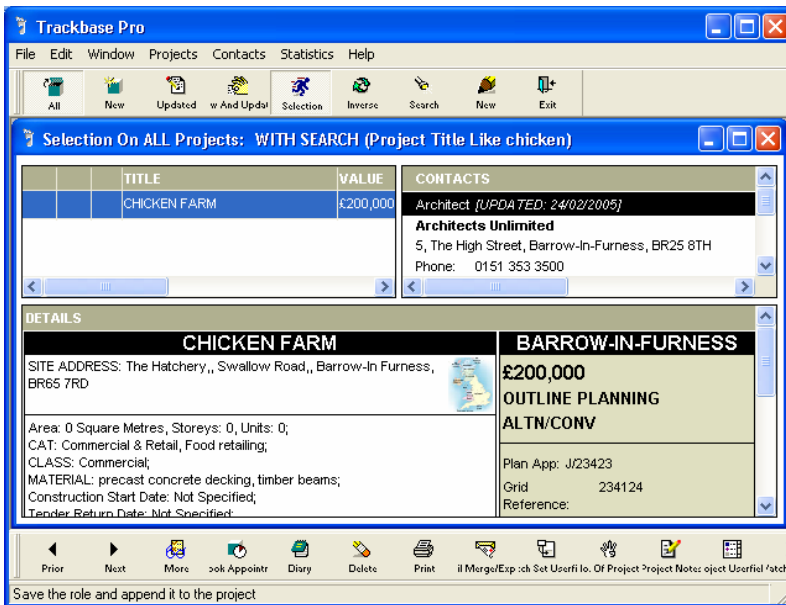

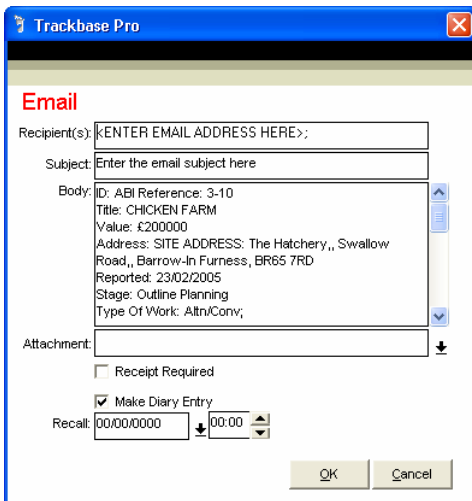



Emailing a Single Project

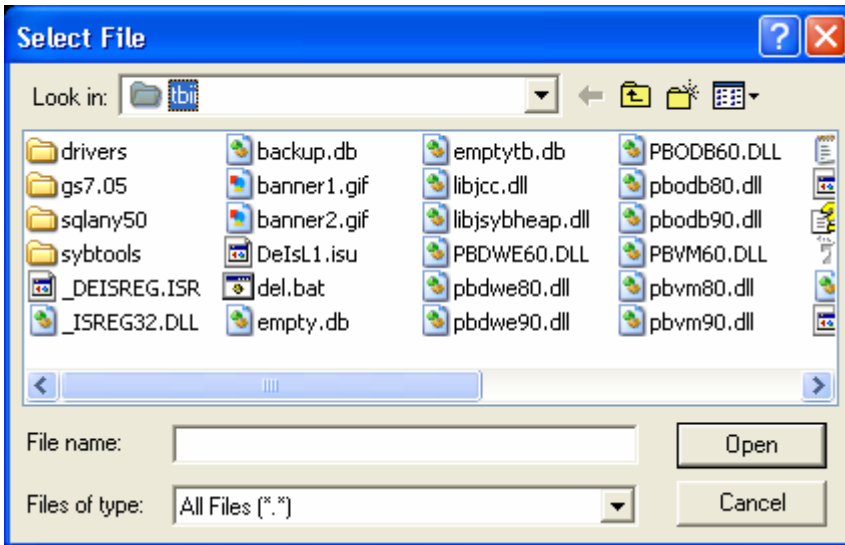
Open the Project you wish to email in the Project window of Trackbase Pro.



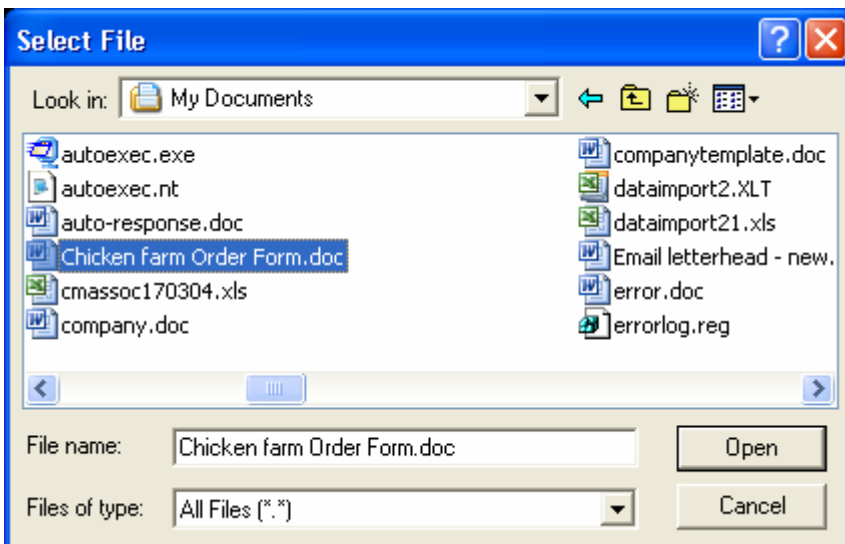
Click on the Email button  on the bottom toolbar. The Email window will open allowing you to type in the recipients email address, a subject for the email and add an attachment if you wish. You can also request a read receipt from the recipient and make a diary entry to remind you to make a follow on call if required.



To add an attachment, click on the arrow button  at the right-hand side of the attachment bar. This opens the 'Select File' window.



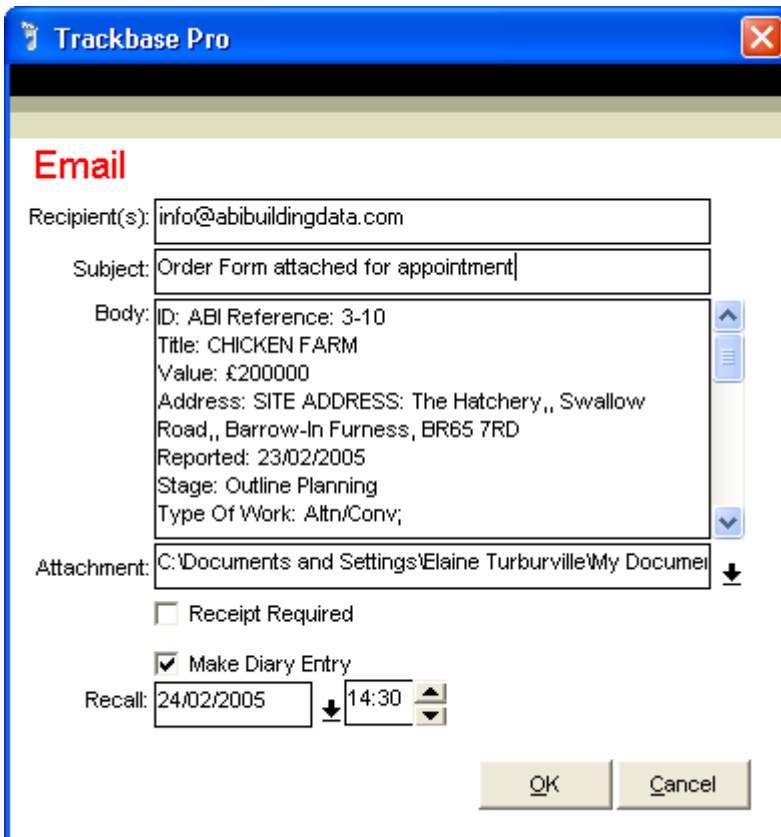
Locate and select the file you wish to attach to the email, and then click the 'Open' button to attach the document.



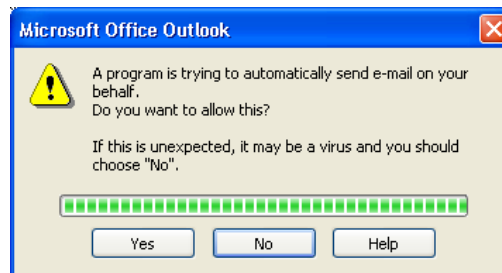
Your file is now attached. To make a diary entry, ensure the 'Make Diary Entry' box is ticked and enter a date in the format dd/mm/yyyy, or use the arrow button to select a date from the calendar.



Enter the time you wish to make a follow up call in the time box either by typing in the time, or by using the arrow keys to the right of the time box. When your email is complete click on the 'OK' button to send it.



A warning window will open alerting you to the fact that Trackbase Pro is sending a message through your email program. The message will vary depending on the email program you use. Below are examples from Outlook Express and Microsoft Outlook. Click on 'Yes' or 'Send' to continue.



You will then see a message box telling you that the message has been sent.

