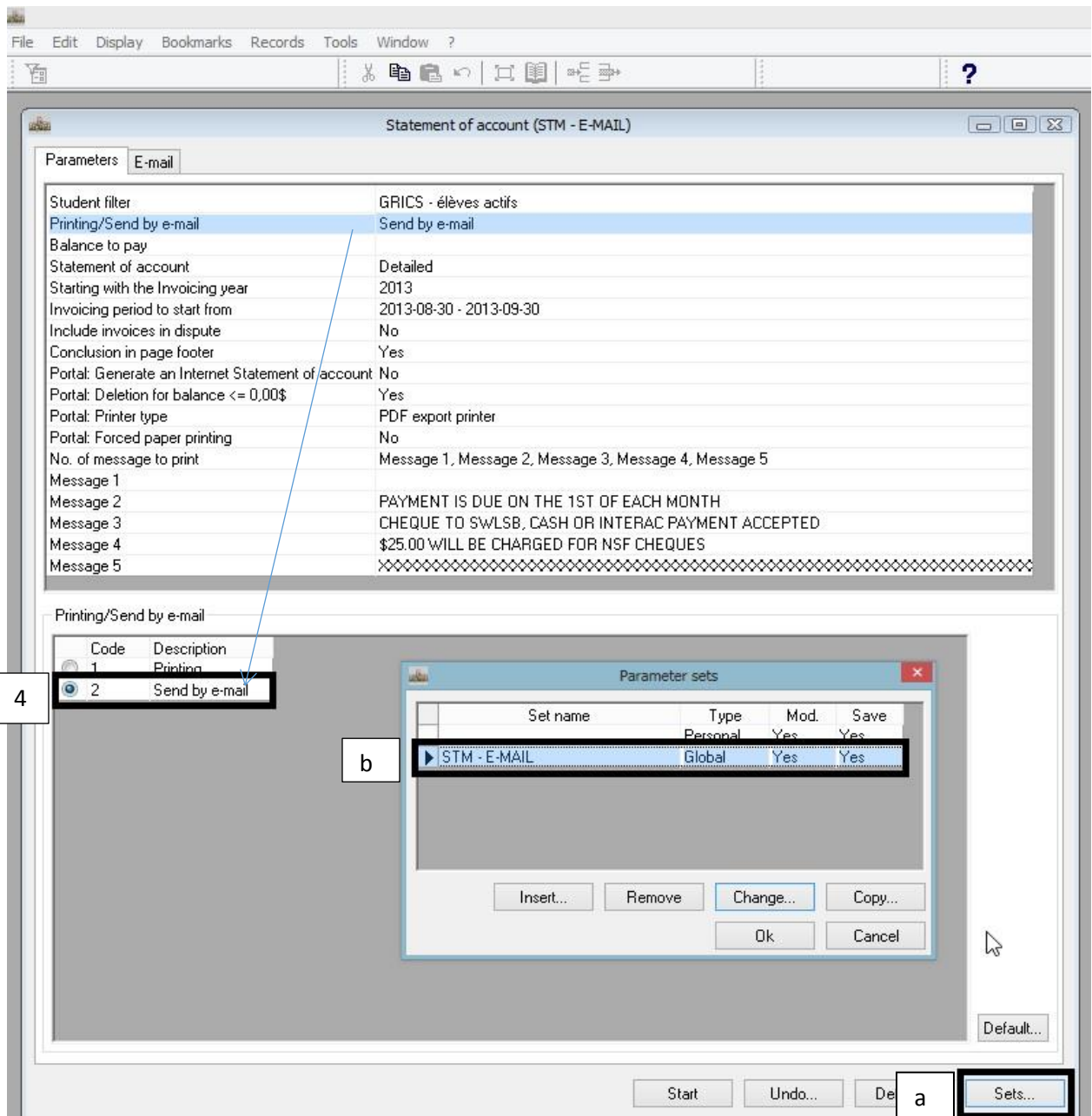


## Sending Statement of account through E-mail in Avant-Garde.

1. Call Stéphane Bissonnette **ext.: 1391** to setup e-mailing in Avant-Garde.
2. **You have to make sure that you have a VALID e-mail address for the CONTACT; this information is in the contact of the student record.**
3. Click on File → Open → Reports → Statement of account.
  - a) Click on Sets...
  - b) Select STM – E-MAIL.
4. Fill out your statement of account like always but at the line **Printing/Send by e-mail**, put a dot at **Send by e-mail**.(click in circle)

Print screen:



5. Modify Messages 1 through 5 according to your daycare situation.

Print screen:

The screenshot shows a software window titled "Statement of account (STM - E-MAIL)". The window has a menu bar (File, Edit, Display, Bookmarks, Records, Tools, Window, ?) and a toolbar. Below the menu bar is a "Parameters" tab with a sub-tab "E-mail". The parameters are listed in a table:

Student filter	GRICS - élèves actifs
Printing/Send by e-mail	Send by e-mail
Balance to pay	
Statement of account	Detailed
Starting with the Invoicing year	2013
Invoicing period to start from	2013-08-30 - 2013-09-30
Include invoices in dispute	No
Conclusion in page footer	Yes
Portal: Generate an Internet Statement of account	No
Portal: Deletion for balance <= 0,00\$	Yes
Portal: Printer type	PDF export printer
Portal: Forced paper printing	No
No. of message to print	Message 1, Message 2, Message 3, Message 4, Message 5

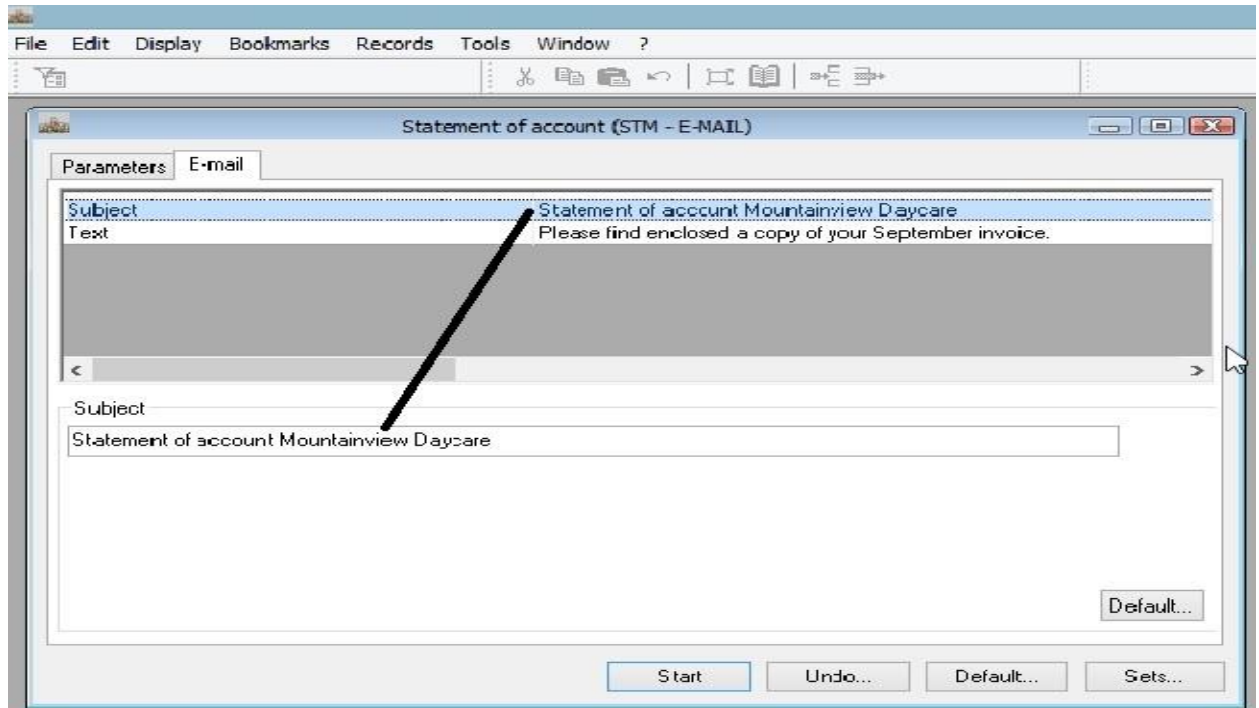
Below the parameters table is a list of message templates:

- Message 1
- Message 2: PAYMENT IS DUE ON THE 1ST OF EACH MONTH
- Message 3: CHEQUE TO SWLSB, CASH OR INTERAC PAYMENT ACCEPTED
- Message 4: \$25.00 WILL BE CHARGED FOR NSF CHEQUES
- Message 5: A decorative border of diamond symbols.

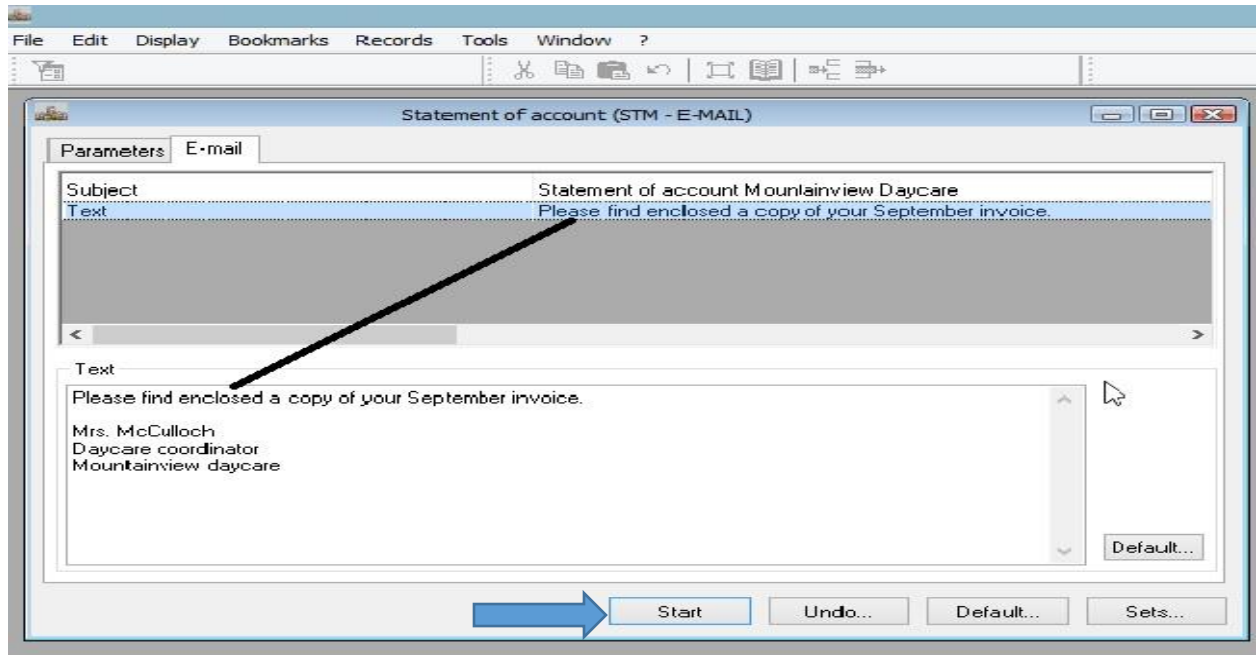
A blue star is placed next to the "No. of message to print" field. A lightning bolt is placed next to the "Message 2" field. A callout box with a black border points to the "Message 2" content area and contains the text: "Change message here for message 1, message 2, message 3, message 4 and message 5." At the bottom of the window are buttons for "Start", "Undo...", "Default...", and "Sets...".

- Click on the E-Mail tab. In there you have 2 Fields to complete, the Subject of the e-mail like if you would be sending an e-mail in Outlook and the Text of the e-mail which will be the text body of the email. See picture 1 and 2.

Picture 1

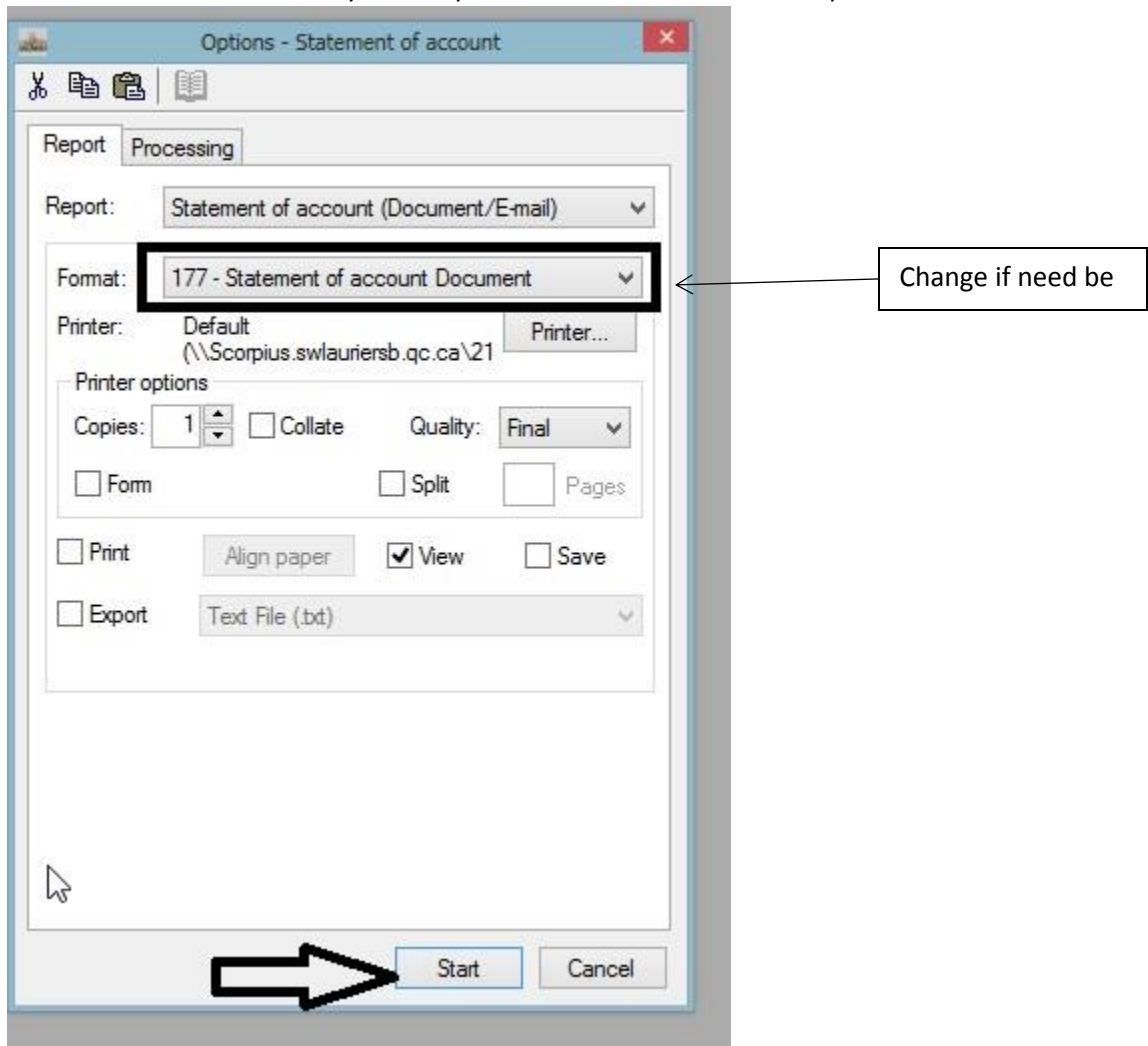


Picture 2



- Click on start

8. Select the same format that you always used Click START as the next picture.



**N.B. 1-** If you are setup correctly you will receive in your Outlook all the undeliverable e-mail, which means that the e-mail address of the parent is inaccurate in Avant-Garde. You will then have to print the statement of account for each individual.

**N.B. 2-**You will have the statement of account in view mode for the parents that you don't have an e-mail address.

**N.B. 3 –** If a student as 2 or 3 contact with an e-mail address each valid e-mail address will get a statement of account.

Thank you.

Stéphane Bissonnette

Data processing Tech. ext.: 1391