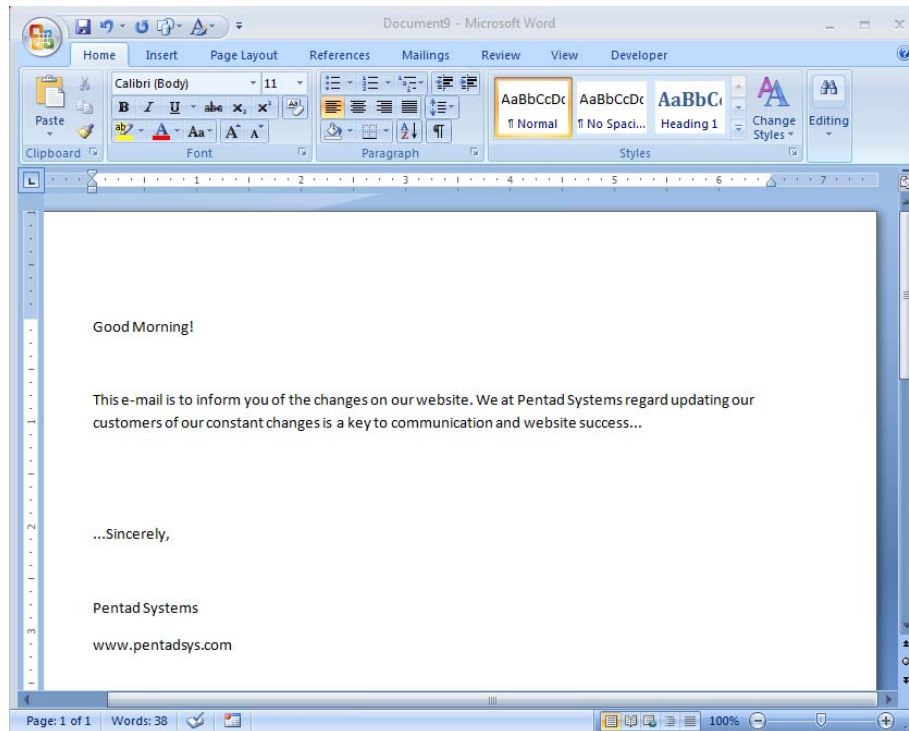




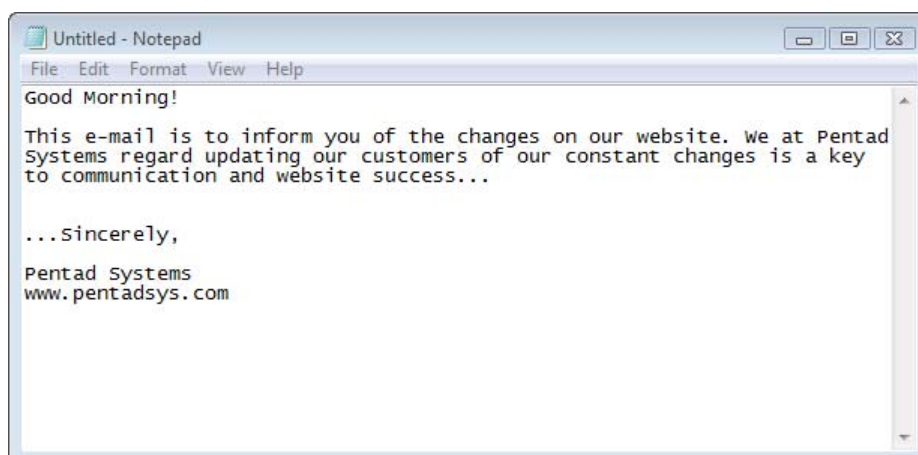
This tutorial shows you how to e-mail Customers from your Pentad Systems' CRMS when you do not have an E-Mail Send Engine available.

1. Type the e-mail in Microsoft Word. If Microsoft Word is not available, you can use any text editor such as Wordpad, Notepad, etc.

Ex: Microsoft Word:



Ex: Notepad:





2. Log into your Pentad System's CRMS.

PENTAD
Systems LLC

The Pentad Systems Model

Please log in.

USERNAME	PASSWORD
<input type="text"/>	<input type="password"/>

 LOGIN

3. Select "CRMS" from the Systems Menu.

PENTAD
Systems LLC

The Pentad Systems Model

System Administration

Systems Menu

The Pentad Systems Model	Managing	▶ KPI	▶ CRMS	▶ SASS	
	Personnel	▶ HRIS	▶ TCS	▶ TDS	
	Site	▶ CMMS	▶ LPCS	▶ DPMS	
	Planning	▶ SPS	▶ MSS	▶ CAAPS	▶ MMPS
	Operations	▶ PIMS	▶ OPMS	▶ DIMS	▶ PTMS

POWERED BY **PENTAD**

4. Select "Customer Management" from the Main Menu.

PENTAD
Systems LLC

CRMS CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM

▶ Systems Menu ▶ CRMS Main Menu ▶ Pentad Systems

Customer Relationship Management System Main Menu

▶ Sales Tracking
▶ Customer Management
▶ Salesman Calendar
▶ Newsletter Management
▶ Quote Management
▶ Content Management



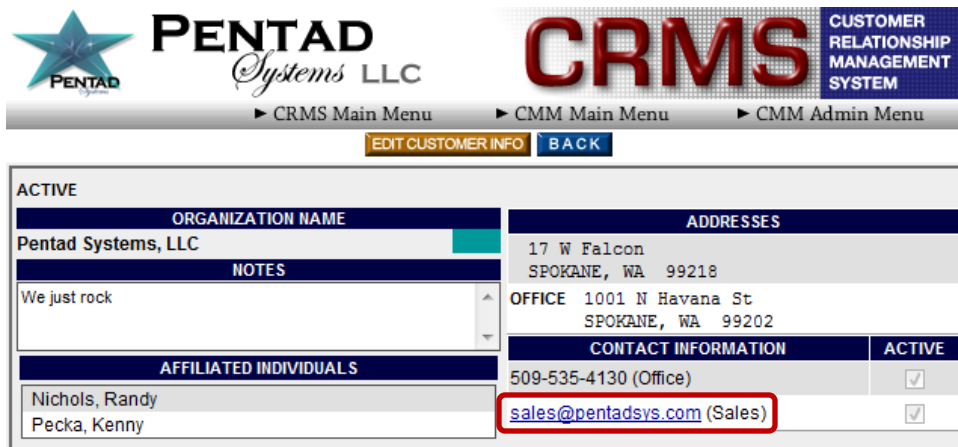
5. Select "Display A Customer" from the Main Menu.



6. Select the first customer from the results

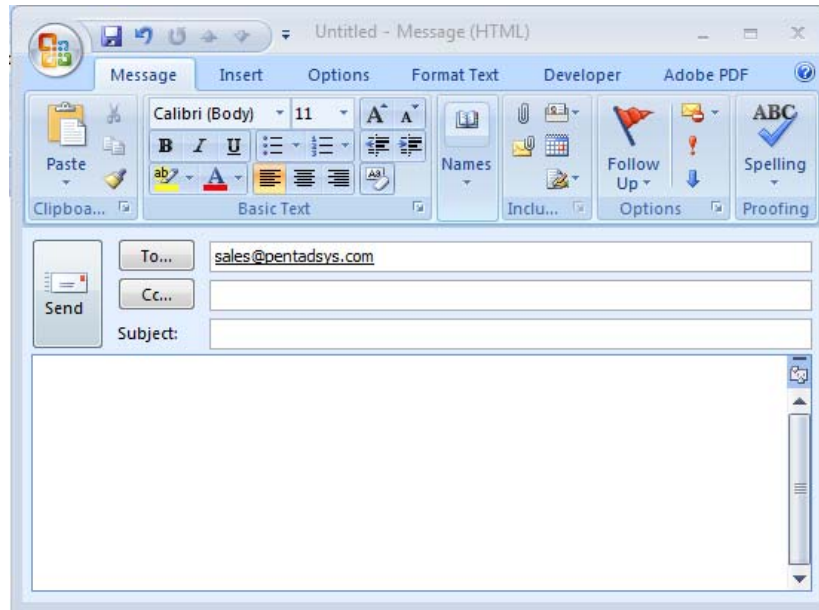


7. Locate the E-Mail address in the Contact Card and select it.

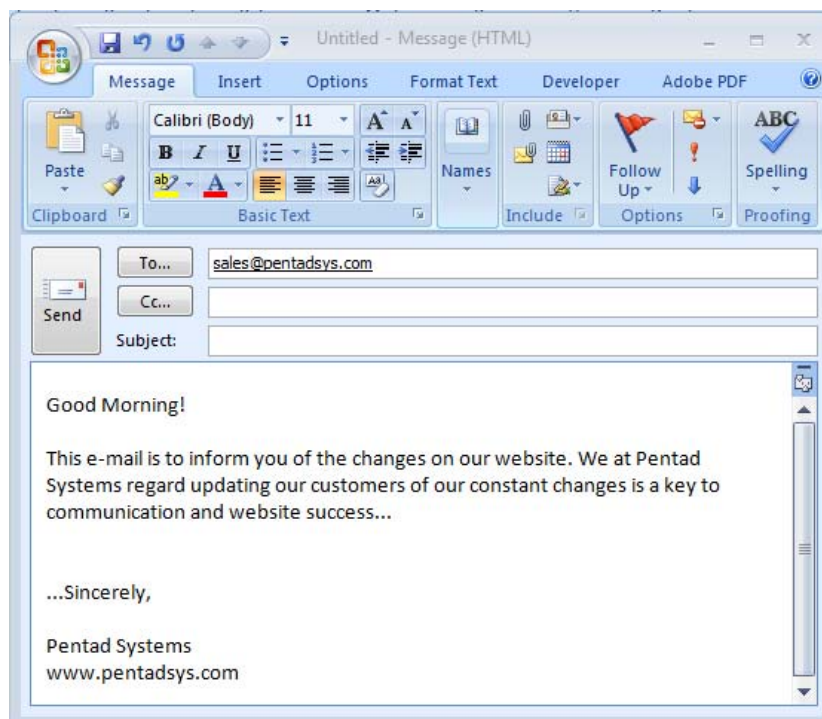




This will open a new E-Mail from Microsoft Outlook or Outlook Express.



8. Copy and Paste the E-Mail body from your Text or Word document.



9. Type in the Subject of your E-Mail. When you are finished, click "Send".

10. Repeat steps 2 through 7 to send out e-mails to other recipients.*

*Remember to select the next customer in the Display Customer list.