

BARSMail





RentWorks

Version 4

BARSMail User Guide

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Overview

BARSMail is an electronic messaging system fully integrated with Bluebird's RentWorks product. It provides an efficient means of inter-office communications. Once mail is sent, the recipient is notified the next time they return to the Main Menu.

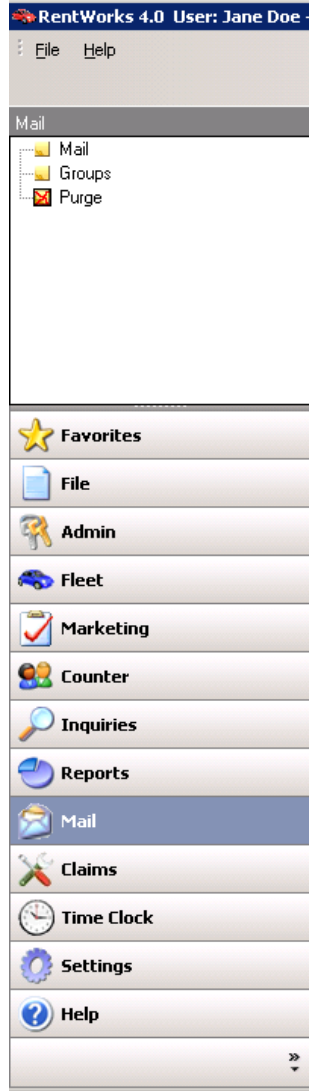
Messages can be sent to a single person or a group. You can also have the system notify you once the message has been read.

A Lookup browser allows viewing of any saved messages. You can retrieve them by sender or date sent.

BARSMail uses the Login field in Employee File Maintenance for all E-mail purposes.

The BARSMail Menu

The BARSMail Menu is accessed from the RentWorks Main Menu. Once selected, you will see folders for Mail, Groups, and Purge.



Reading Mail

To Read Mail (either new or previously sent), select **Mail** from the Main Menu, then click on the **Mail** folder in the upper left corner. The following Lookup browser displays:

Date Sent	Time	From	To	Subject	New
02/25/1999	17.20	Guest	ABE	Entertaining Customers	
05/03/1999	18.02	Guest	elfi	TEST	Y
05/15/1999	19.29	Guest	harry	TEST	
04/07/2000	15.06	Guest	Robert	Class	
12/02/2002	16.21	Guest	Dave	Receipt from Guest	
12/02/2002	16.34	Guest	Dave	Receipt from Guest	
12/26/2008	14.24	Guest	Guest	Test	
12/26/2008	14.30	Guest	charlie	Meeting next Monday	Y

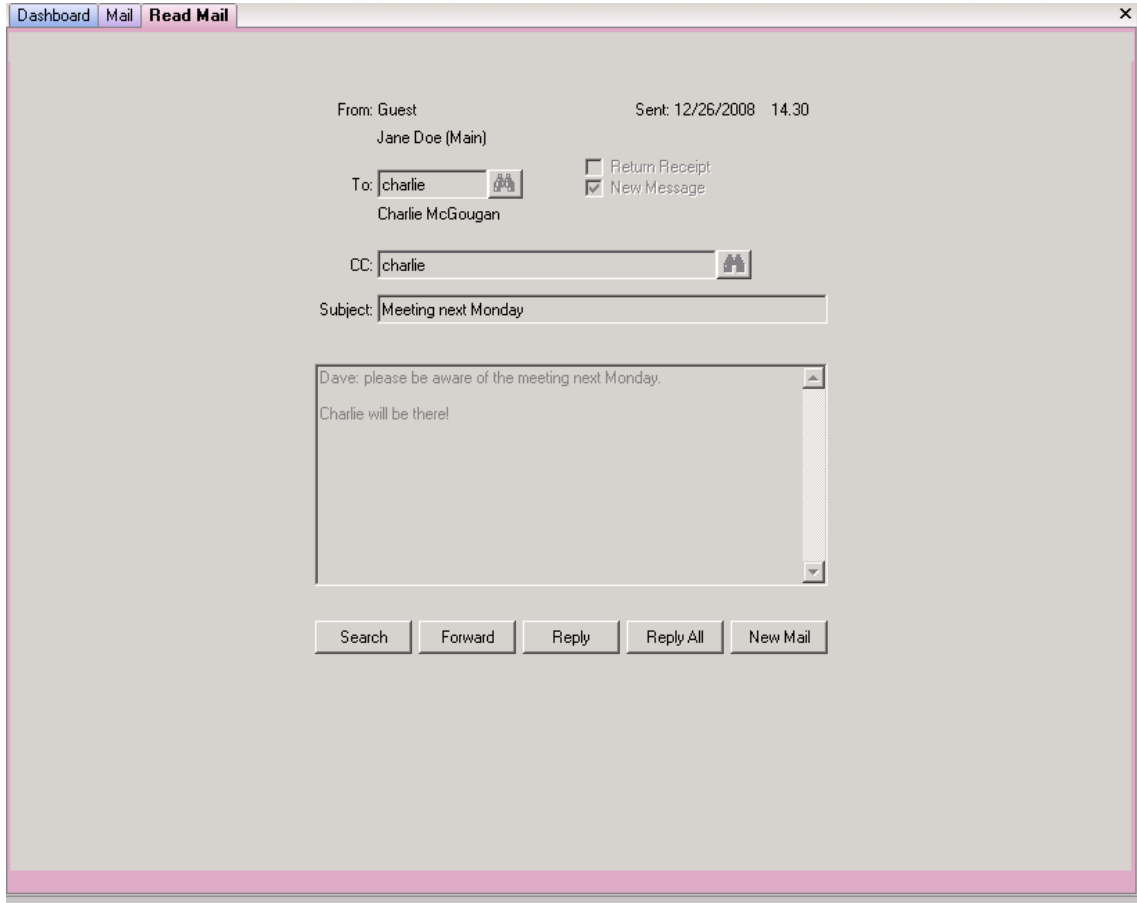
- ◆ Select if you would like to view
 - just New Mail
 - mail you've already read
 - mail which you have sent

- ◆ If you would like to just view messages entered since a certain date, enter that date. Otherwise you can leave it blank.

- ◆ If you would like to view messages that were sent by a particular person, enter that person's ID, or click on the binoculars to view all users.

Reading Mail *(continued)*

Once you see the message you would like to read, highlight it by using the tab key, then double-click. The following screen displays:



Reading Mail *(continued)*

Reading Mail Screen / Field Descriptions

Field	Description
From	The ID of the person from whom the message came.
Sent	Date and time the message was originally sent.
To	ID of the person or group to whom the message was sent.
New Message	Check this if you want the message to always be treated as "New". In particular, you would always see the You have new mail message on the Main Menu.
CC	IDs of the persons or groups to whom the message was copied.
Subject	A brief description of the message contents.
	Body of the message.

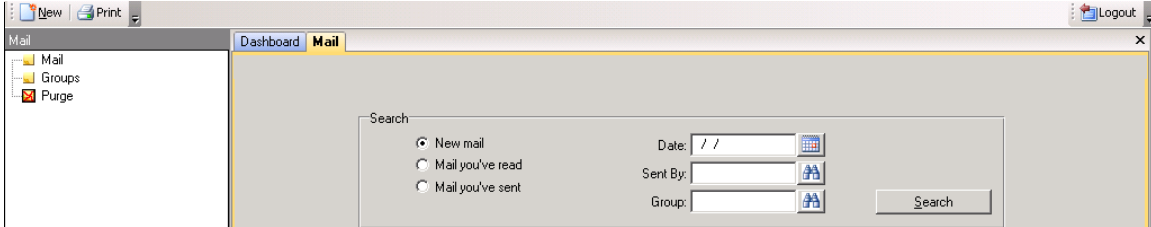
Once you have read the message, you may take one of the following actions:

- Search: This will bring you back to the Lookup browser again
- Forward: Allows you to forward the message. The original message will appear in the body text between the "<<>>" symbols.
- Reply: Allows you to instantly respond to the message. The original message will appear in the body text between the "<<>>" symbols.
- Reply to All
- New Mail: create a new message.

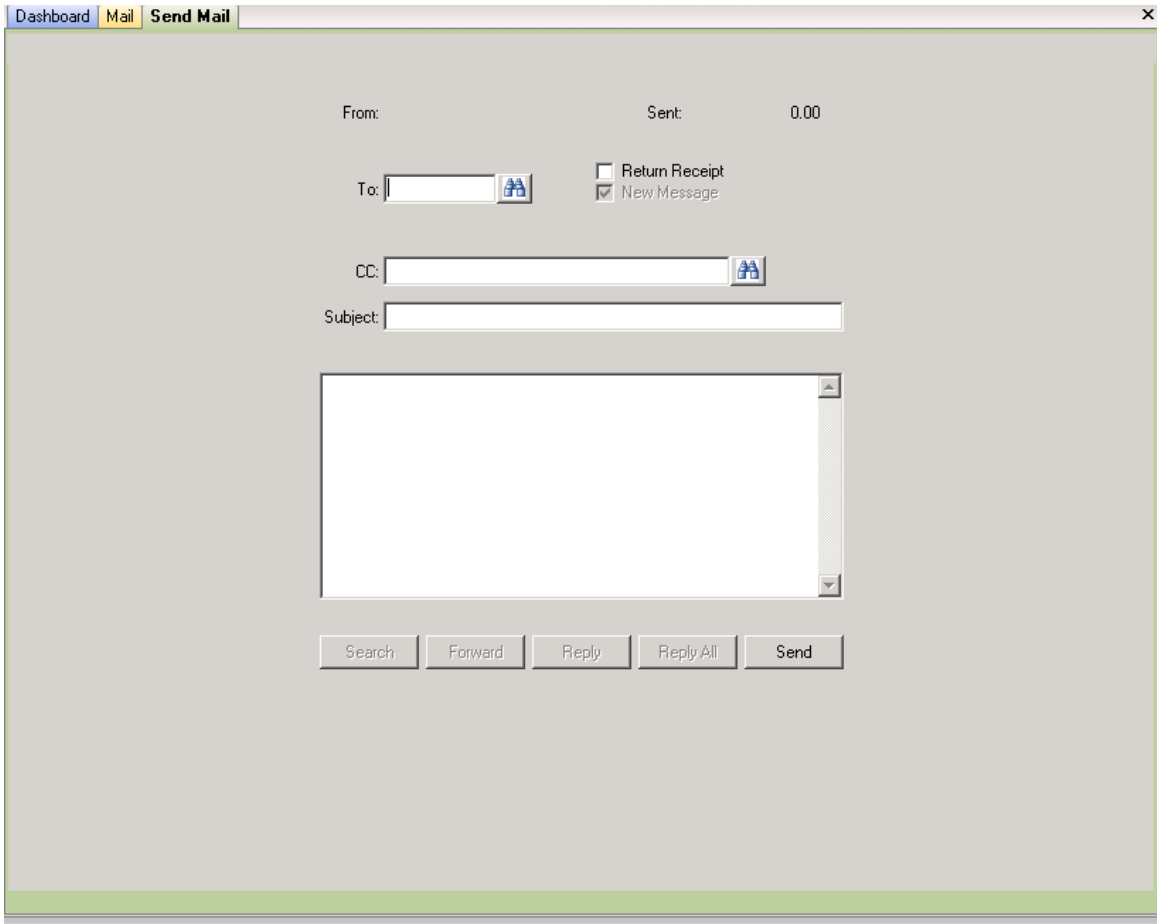
Note: Messages are not deleted from the system until you choose the Purge option.

Sending Mail

To Send Mail, select **Mail** from the Main Menu, click on the **Mail** folder in the upper left section, then click on the icon for “New” in the upper left corner:



The following screen then appears:



Sending Mail *(continued)*

Sending Mail Screen / Field Descriptions

Field	Description
To	The ID of the person or group to whom you wish to send a message. If you click on the binoculars, the Employee Lookup browser is displayed.
Return Receipt	Check this if you want to be sent an acknowledgement that you message was read.
CC	IDs of the persons or groups that are to receive a copy of the message. Note that you can keep on selecting multiple recipients. The system will automatically insert commas between each name.
Subject	A brief description of the message contents.
	Body of the message.

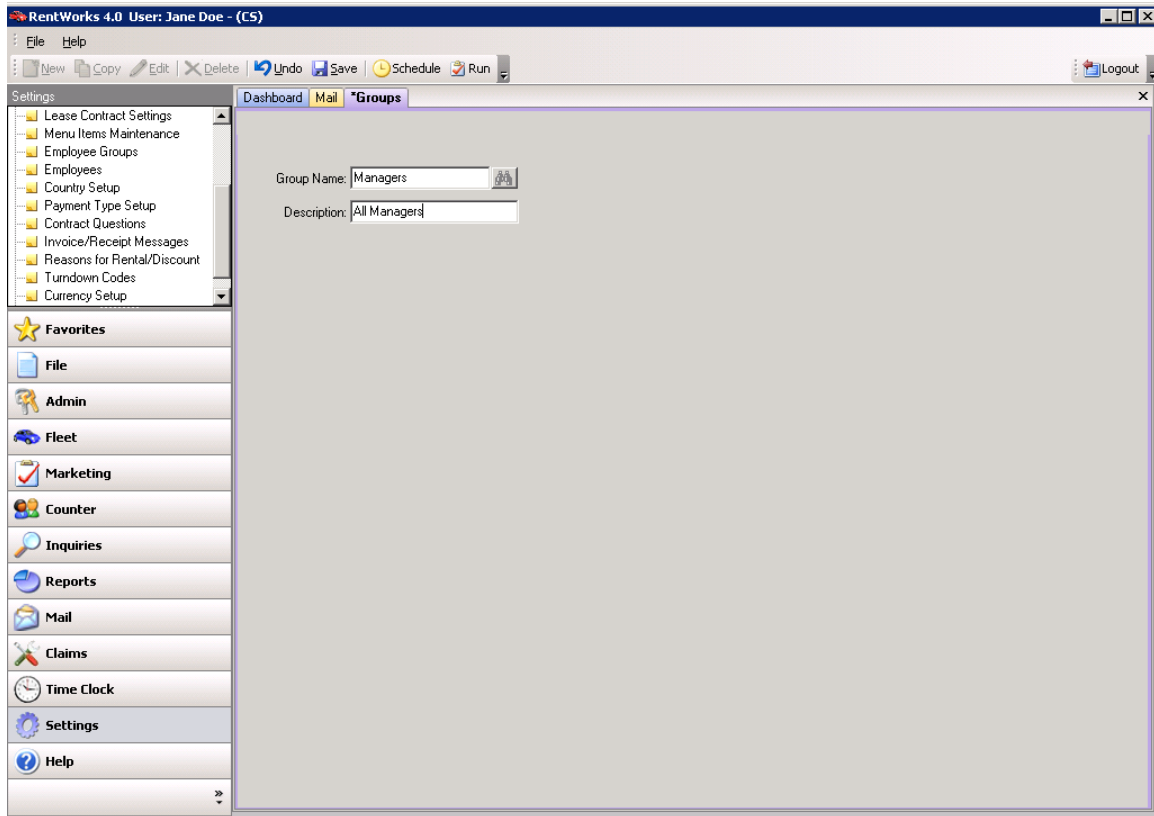
Once you have written your message, you may take one of the following actions:

- Click on the Send button at the bottom of the screen to send the message to all parties
- Click on the Undo icon in the far upper left to cancel.

Groups

Groups are used to send messages to a group of employees. For example, you may want to create a group for "managers". You could create a group code of "Managers" and then associate each manager in your company to that group. Sending a message to "Managers" would then send the same message to every person within the group. Other examples of groups are rental agents; all employees who work at a specific location; day, evening and night shifts; etc. There is no limit to the number of people in a group.

To create a group, select **Mail**, then **Groups**. Alternatively, you can select **Settings**, then **Employee Groups**. The following screen displays:

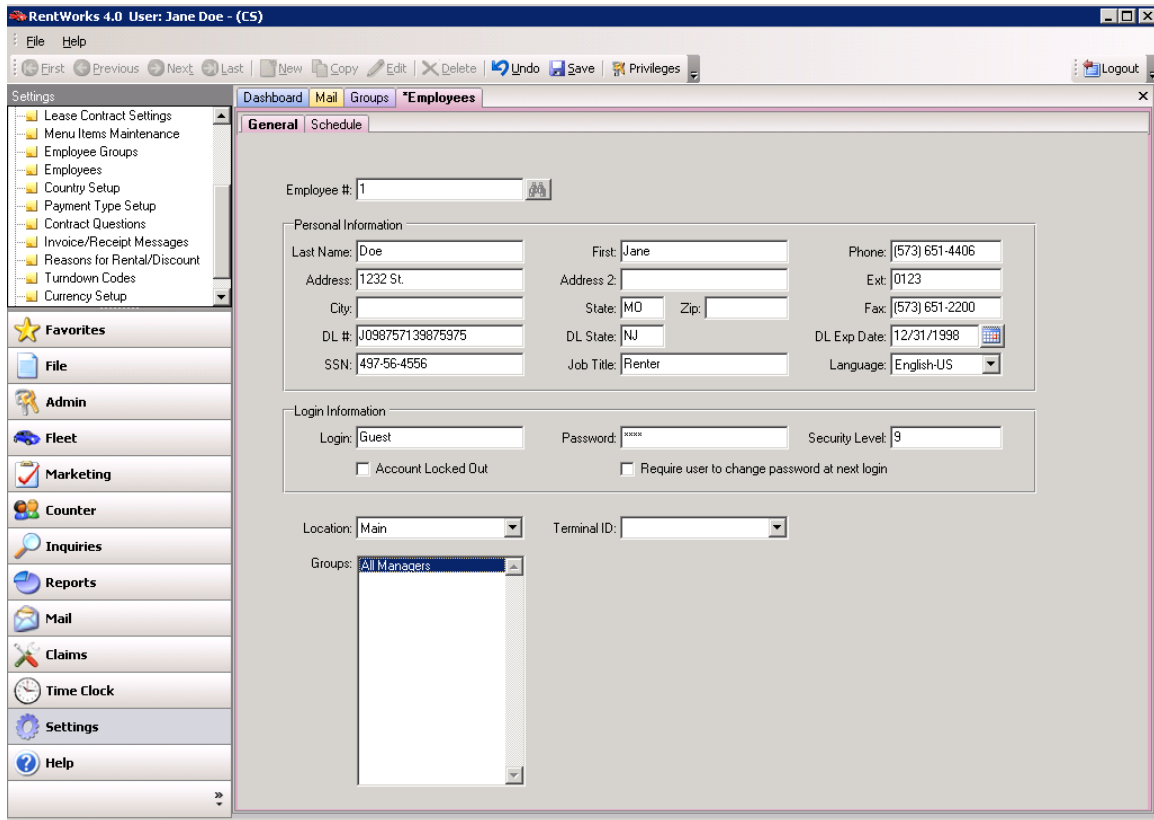


Groups *(continued)*

Mail Groups Maintenance Screen / Field Descriptions

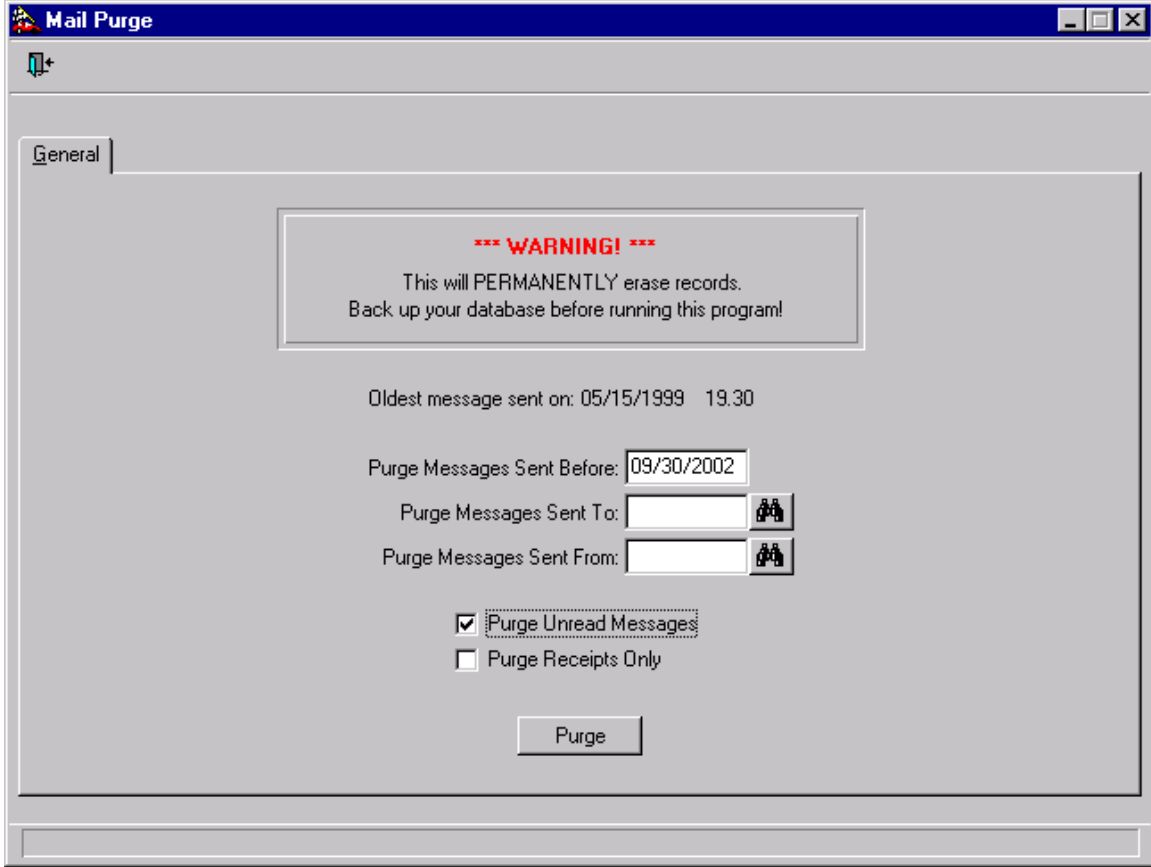
Field	Description
Group ID	The ID of the group you are creating.
Group Name	A name for the Group ID.

To assign an employee to a group, go to Settings, then Employees. Find the employee record you wish to change, click on Edit, then highlight the Groups to which this employee should belong.



Purging

To *permanently* erase Mail records, select **Mail**, then **Purge**. The following screen displays:



Purging *(continued)*

Purge Screen / Field Descriptions

Field	Description
Purge Messages Sent Before	Enter the date to used as a cut-off date. Any message sent before that date will be purged.
Purge Messages Sent To	Enter a person or group to whom you have sent messages that you wish to purge.
Purge Messages Sent From	Enter a person or group from whom you have received messages that you wish to purge.
Purge Unread Messages	Check this if you wish to purge messages even if you haven't read them.
Purge Receipts Only	Check this if you wish to purge acknowledgement receipts only.