



Detective Emailer

Tech Guide

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WASHLINK SYSTEMS

Detective Emailer

This document provides comprehensive information for using the Detective Emailer.

The Detective Emailer allows for reports to automatically be emailed based on your custom schedule.

When emailing or calling for assistance, you must have the following information available:

Location Name: _____

Contact Person: _____

Contact Phone: _____

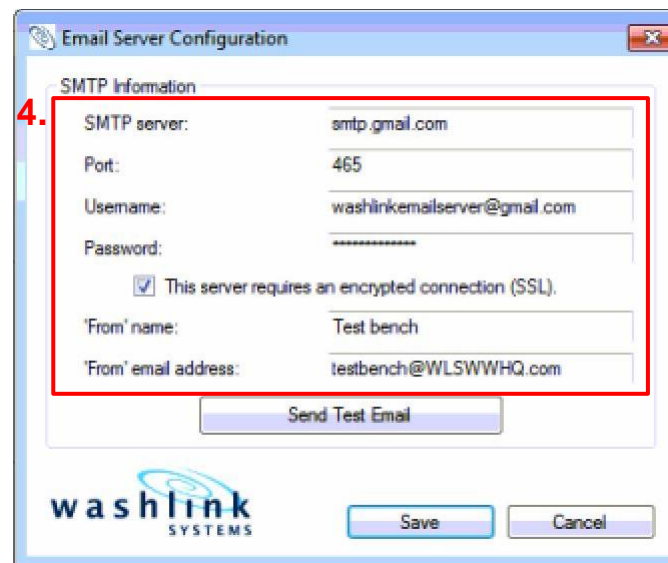
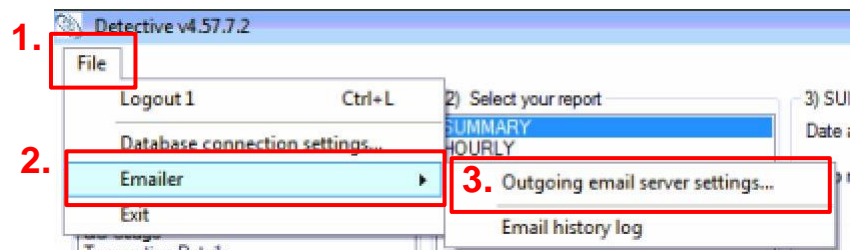
Distributor Name: _____

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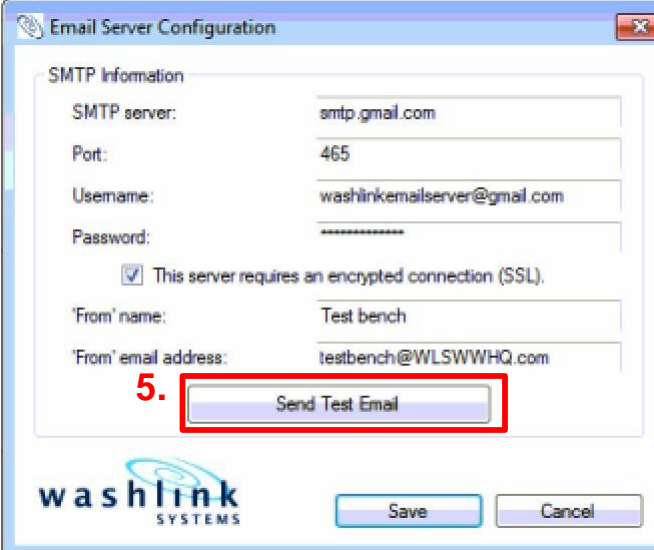
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Configuring the email server settings



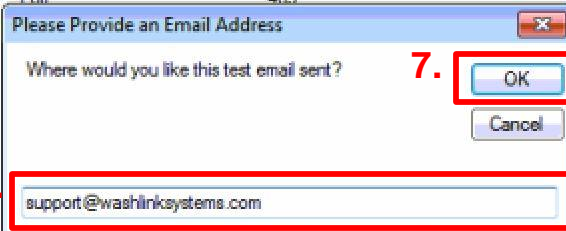
1. With Detective running, press the **“File”** button.
2. Press the **“Emailer”** button.
3. Press the **“Outgoing email server settings button”**.
4. Configure the settings based on your email provider
 - SMTP server: Outgoing email settings
 - Port: Port SMTP server is working on
 - Username: email account user name
 - Password: email account password
 - SSL: if your email server requires SSL, check this box
 - From name: the from name on the emails you will receive
 - From email address: the from address on the emails you will receive

Configuring the email server settings (continued)



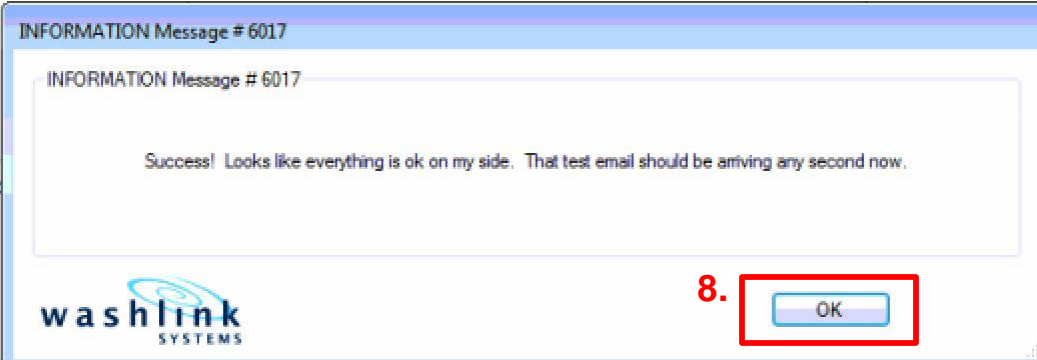
The dialog box is titled "Email Server Configuration". It contains the following fields and options:

- SMTP server: smtp.gmail.com
- Port: 465
- Username: washlinkemailserver@gmail.com
- Password: [Redacted]
- This server requires an encrypted connection (SSL).
- 'From' name: Test bench
- 'From' email address: testbench@WLSWWHQ.com
- A red box highlights the "Send Test Email" button, with the number "5." next to it.
- Buttons at the bottom: Save, Cancel.
- washlink SYSTEMS logo at the bottom left.



The dialog box is titled "Please Provide an Email Address". It contains the following elements:

- Text: "Where would you like this test email sent?"
- A red box highlights the text input field containing "support@washlinksystems.com", with the number "6." next to it.
- A red box highlights the "OK" button, with the number "7." next to it.
- Buttons: OK, Cancel.



The dialog box is titled "INFORMATION Message # 6017". It contains the following elements:

- Text: "Success! Looks like everything is ok on my side. That test email should be arriving any second now."
- A red box highlights the "OK" button, with the number "8." next to it.
- washlink SYSTEMS logo at the bottom left.

5. Press the **“Send test email”** button
6. Enter a valid email address to send a test email to
7. Press the **“OK”** button
8. If you receive the Success message, press the **“OK”**. If you receive another message, settings are incorrect or your email server does not allow the connection and another one will need to be used.

Configuring the email server settings (continued)

Email Server Configuration

SMTP Information

SMTP server: smtp.gmail.com

Port: 465

Username: washlinkemailserver@gmail.com

Password: *****

This server requires an encrypted connection (SSL).

'From' name: Test bench

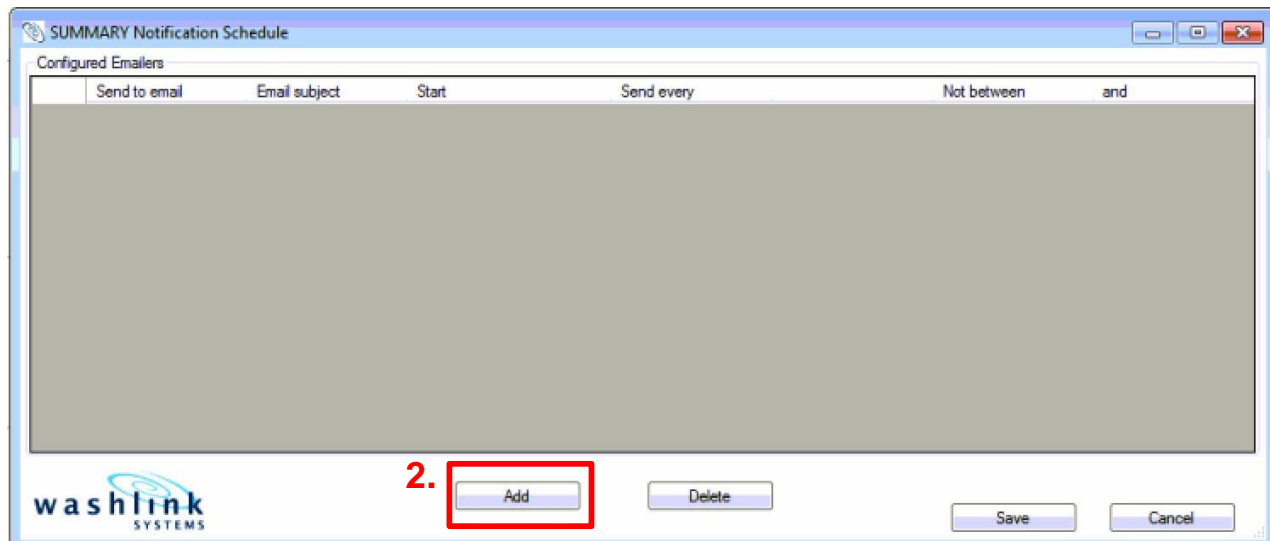
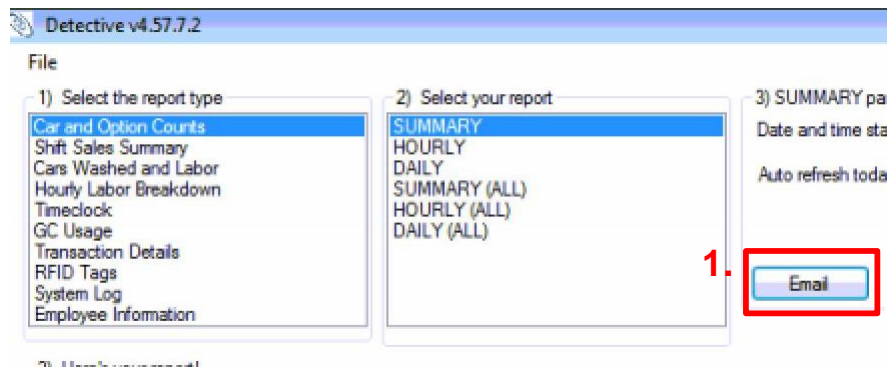
'From' email address: testbench@WLSWWHQ.com

Send Test Email

washlink SYSTEMS 9. Save Cancel

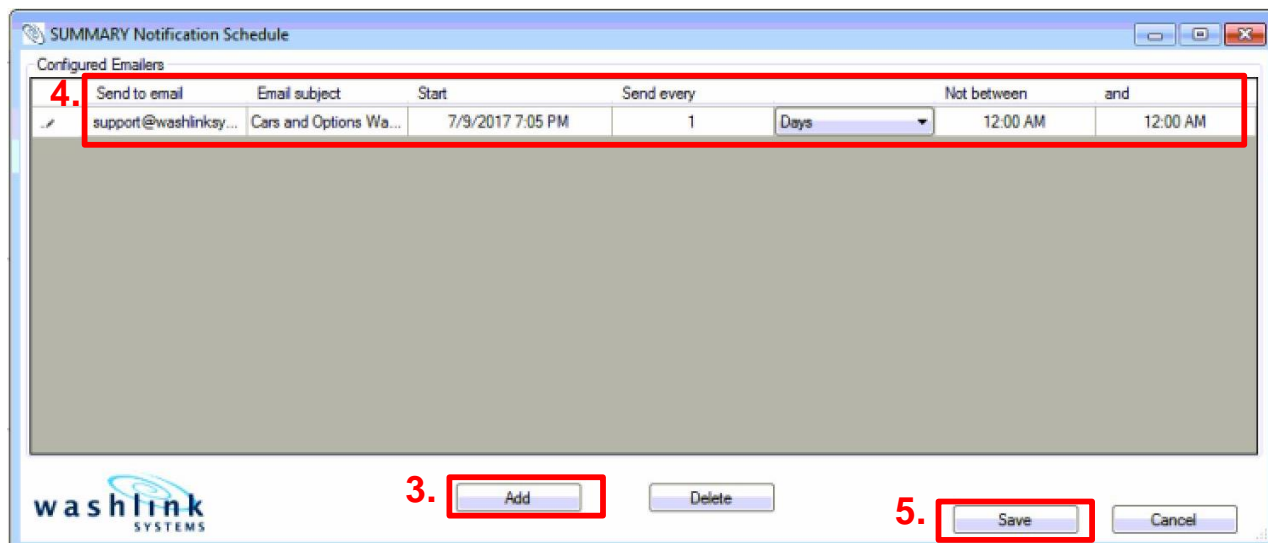
9. After the success message, press the “**Save**” button to save the settings

Configuring report to be automatically emailed



1. From within Detective, press the “**Email**” button.
2. Press the “**Add**” button.

Configuring report to be automatically emailed (continued)



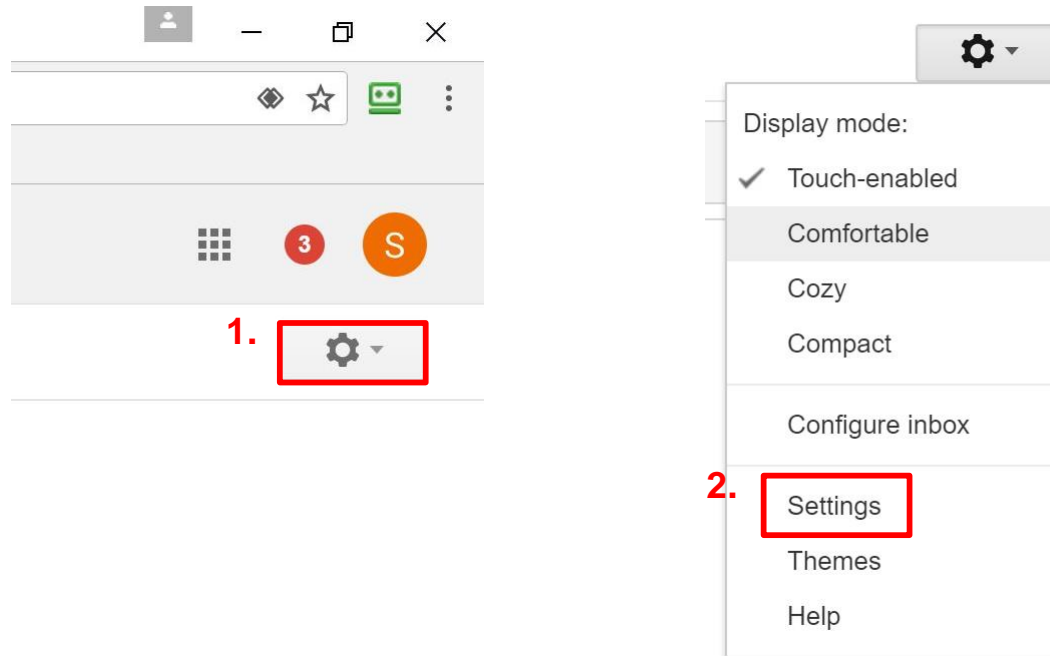
3. Press the “” button.
4. Configure the Emalers;
 - Send to email: The email address of the recipient.
 - Email subject: What you want to appear in the email subject line.
 - Start: The date and time to start sending the emails.
 - Send every: The frequency the reports are sent.
 - Not between: Hours of the day you do not want reports sent.
5. Press “**Save**”.
6. Close out of the Notification Schedule.

Installer Tip:

Configure the Start time for the exact time you want the report sent. Depending on the report frequency, you may want to set the start to one day earlier.

Gmail required settings

If using a Gmail email account, the following must be set in you Gmail account to allow the reports to be sent



[General](#) [Labels](#) [Inbox](#) **Accounts and Import** [Filters and Blocked Addresses](#) [Forwarding and P](#)

Change account settings:

3. [Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

Import mail and contacts:

[Learn more](#)

Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.

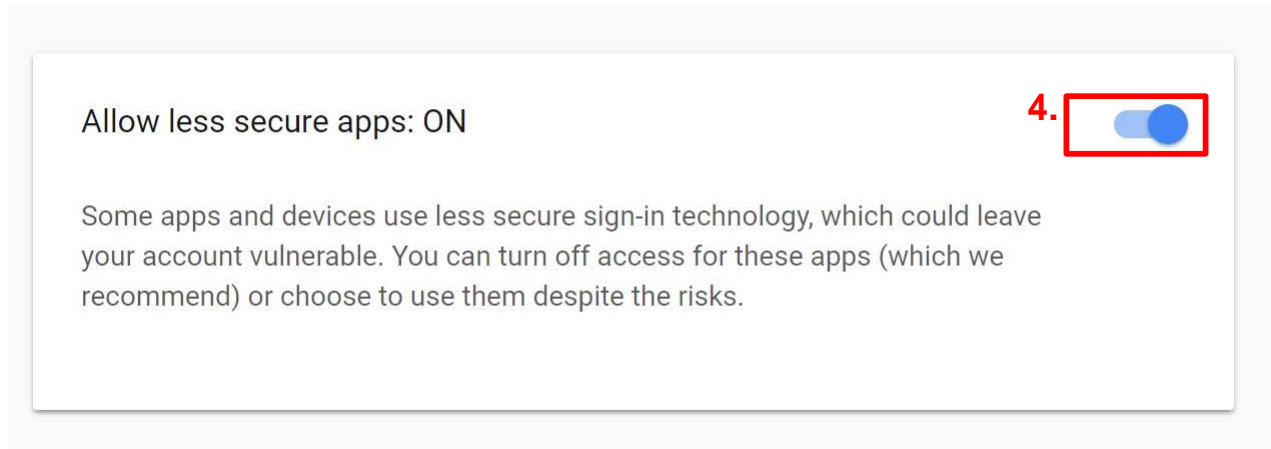
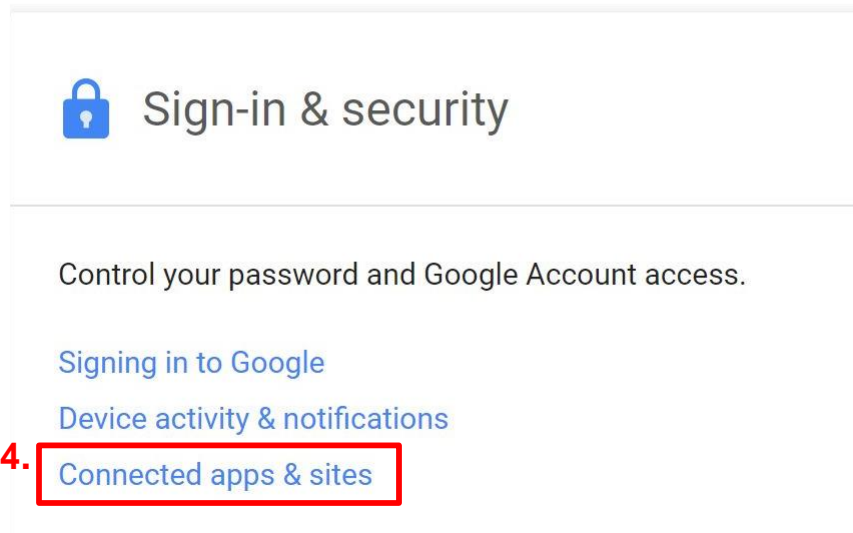
[Import mail and contacts](#)

Make sure you are logged onto your Gmail account

1. Press the settings icon/button
2. Scroll down and press **“Settings”**.
3. Press **“Other Google Account settings”**.

Gmail required settings (continued)

If using a Gmail email account, the following must be set in your Gmail account to allow the reports to be sent



4. In the Sign-in & Security section, press **“Connected apps & sites”**
5. Scroll down to Allow less secure apps, and turn ON

This will now allow the emails to be send with the Gmail account specified