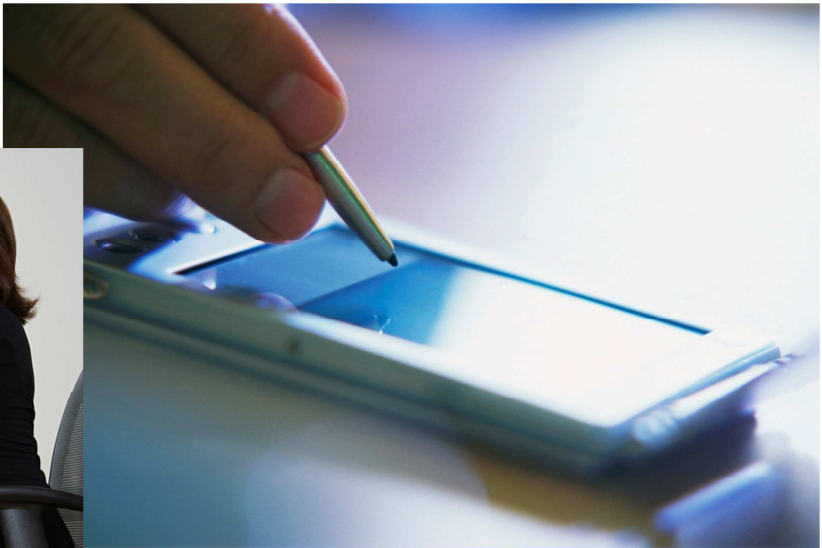
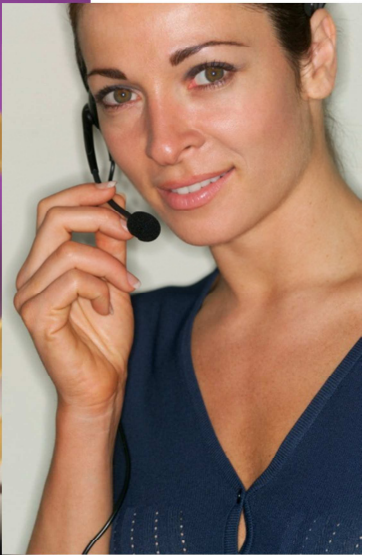


Guests Bulk Email Module v2011.6



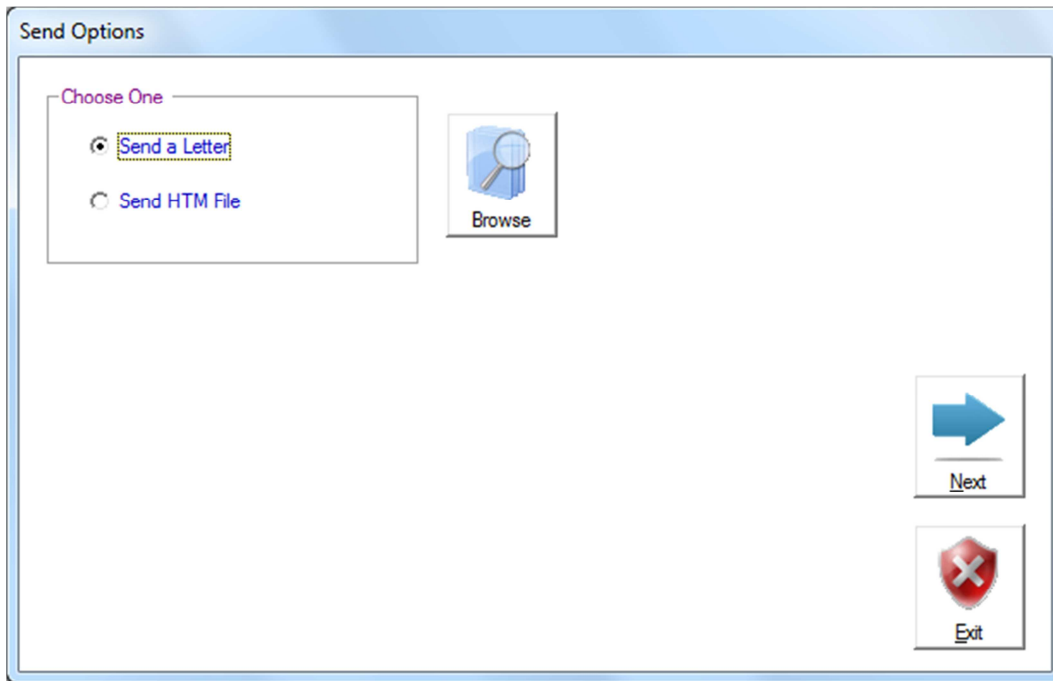
Global Resort Systems



PO Box 15806
Asheville, NC 28813
828.273.9678

The following pages illustrate the use of the Version 2011.4 Bulk Email Module.

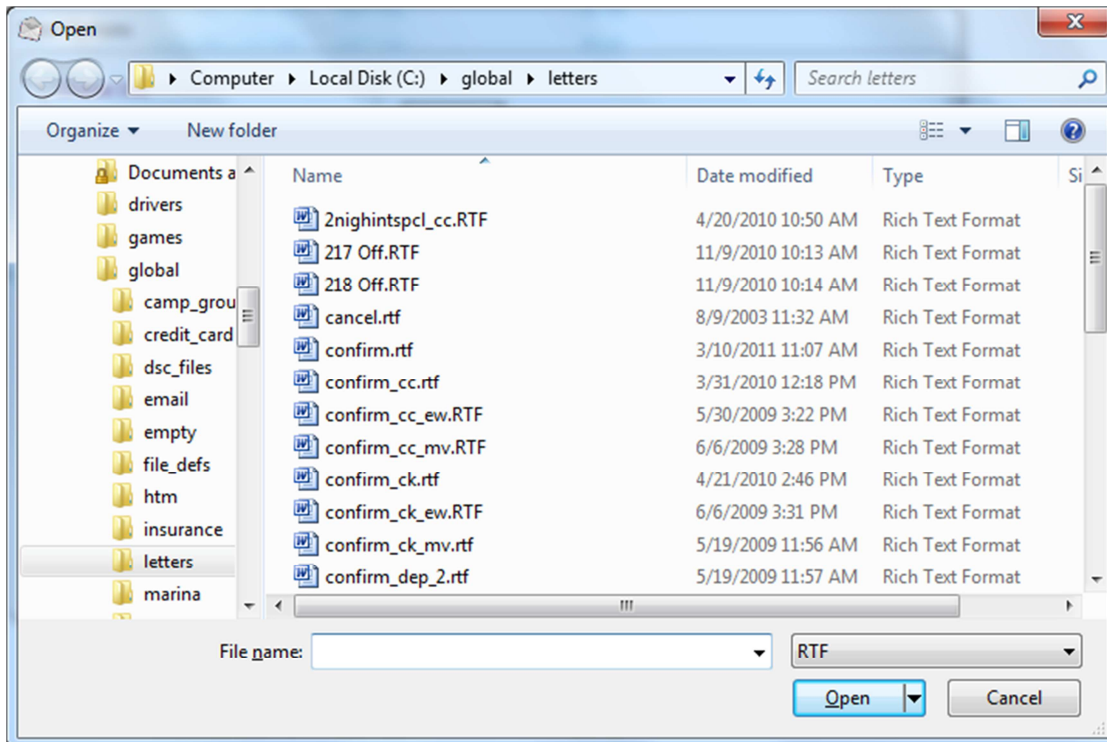
First, we must choose whether we want to create a mail merge document or if we would like to send a web page.



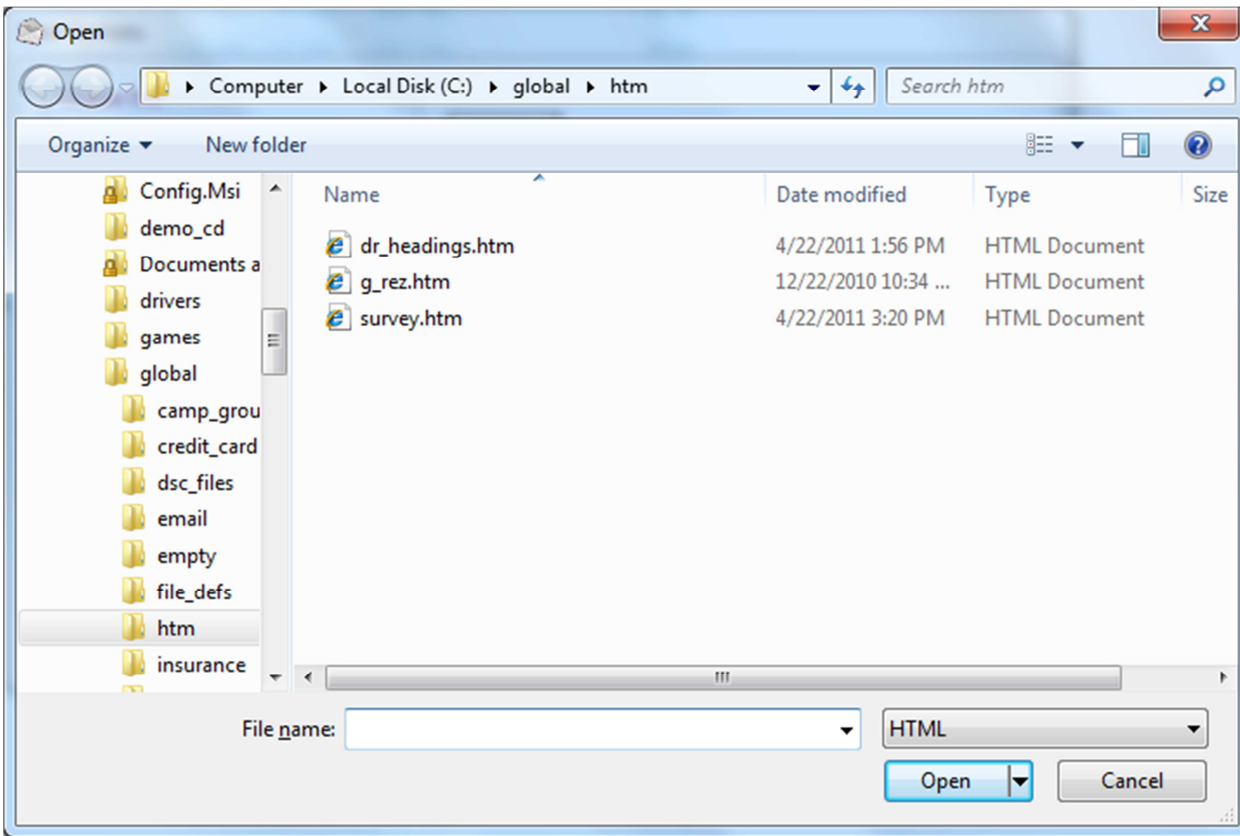
Choose Send a Letter if you would like to send a mail merge rtf letter from the global\letters folder.
Choose Send HTM File if you would like to send a web page file from the global\htm folder.

Next, click on the Browse button to select your file.

Send a Letter option will display a window similar to the following:

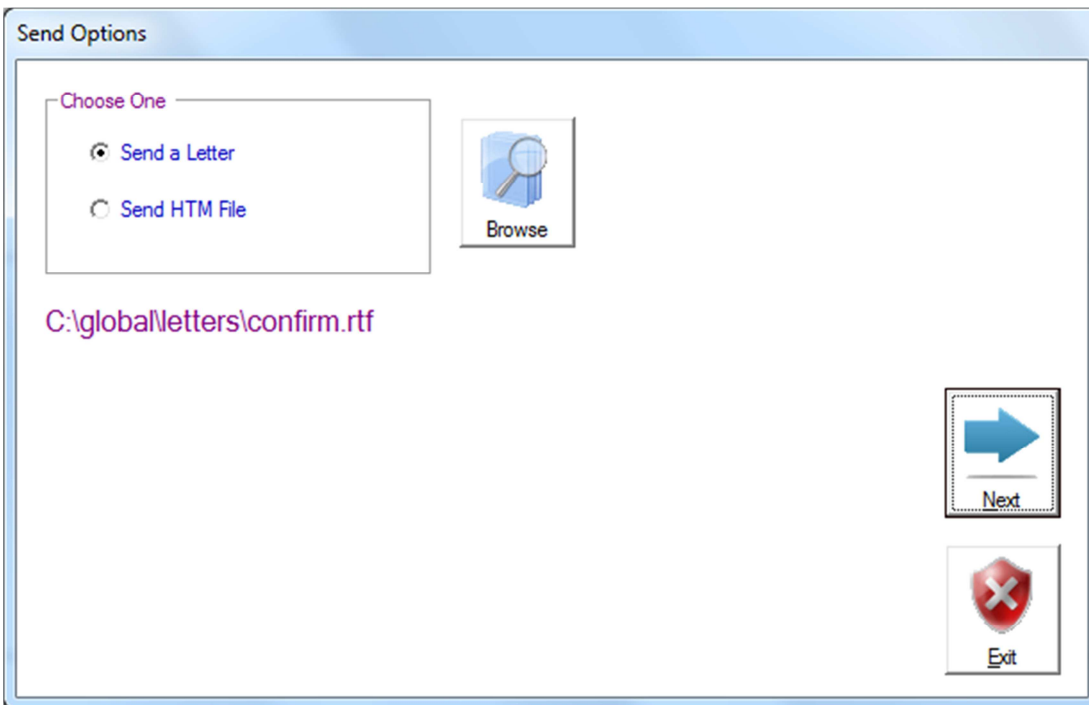


Send HTM File will display a window similar to the following:

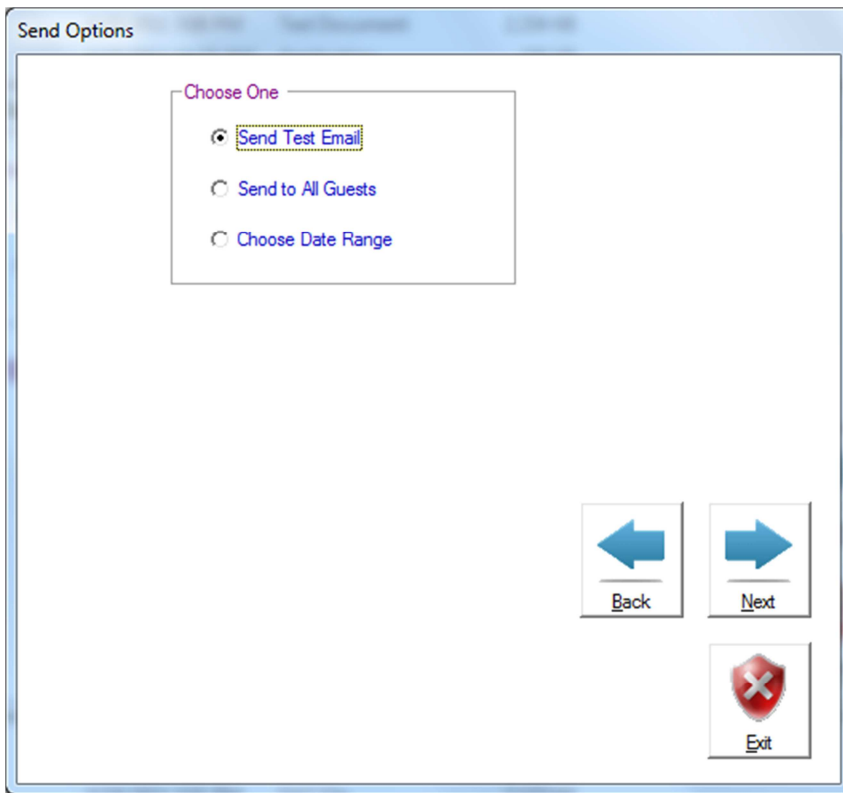


Simply double click the file you would like to send.

The following screen illustrates a mail merge document named confirm as email option.



Clicking Next will display the following window:



You can either:

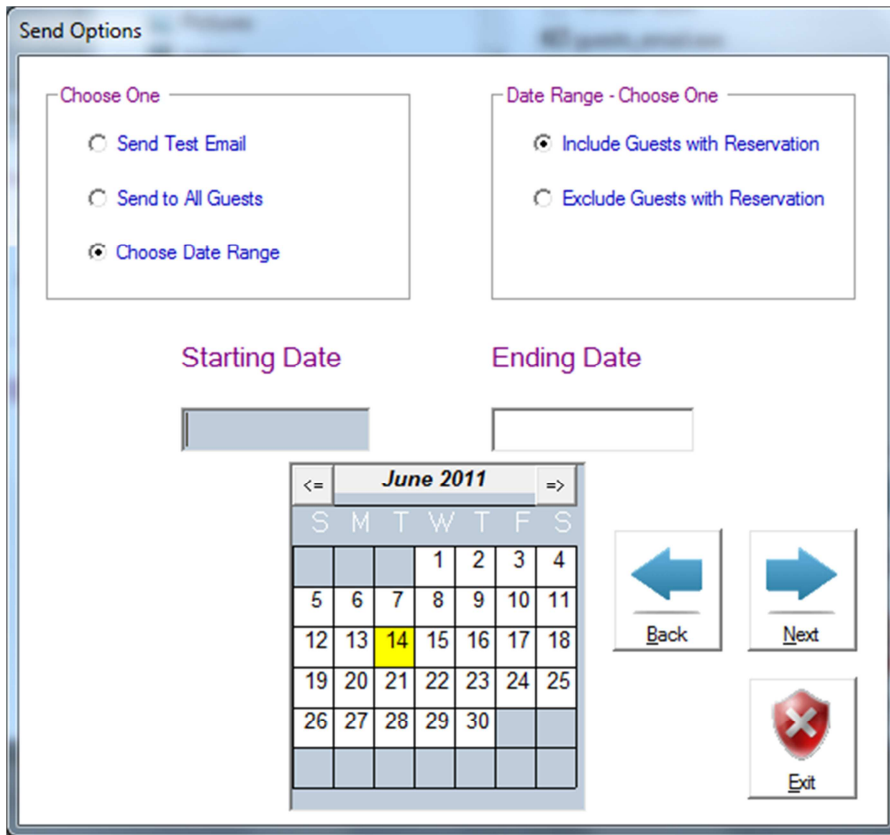
Send Test Email to yourself (always do this first to make sure everything in your email is ok).

Send to All Guests – this will be sent to all guests who have not asked for no emails.

Choose Date Range – this will allow you to choose an arrival date range for reservations.

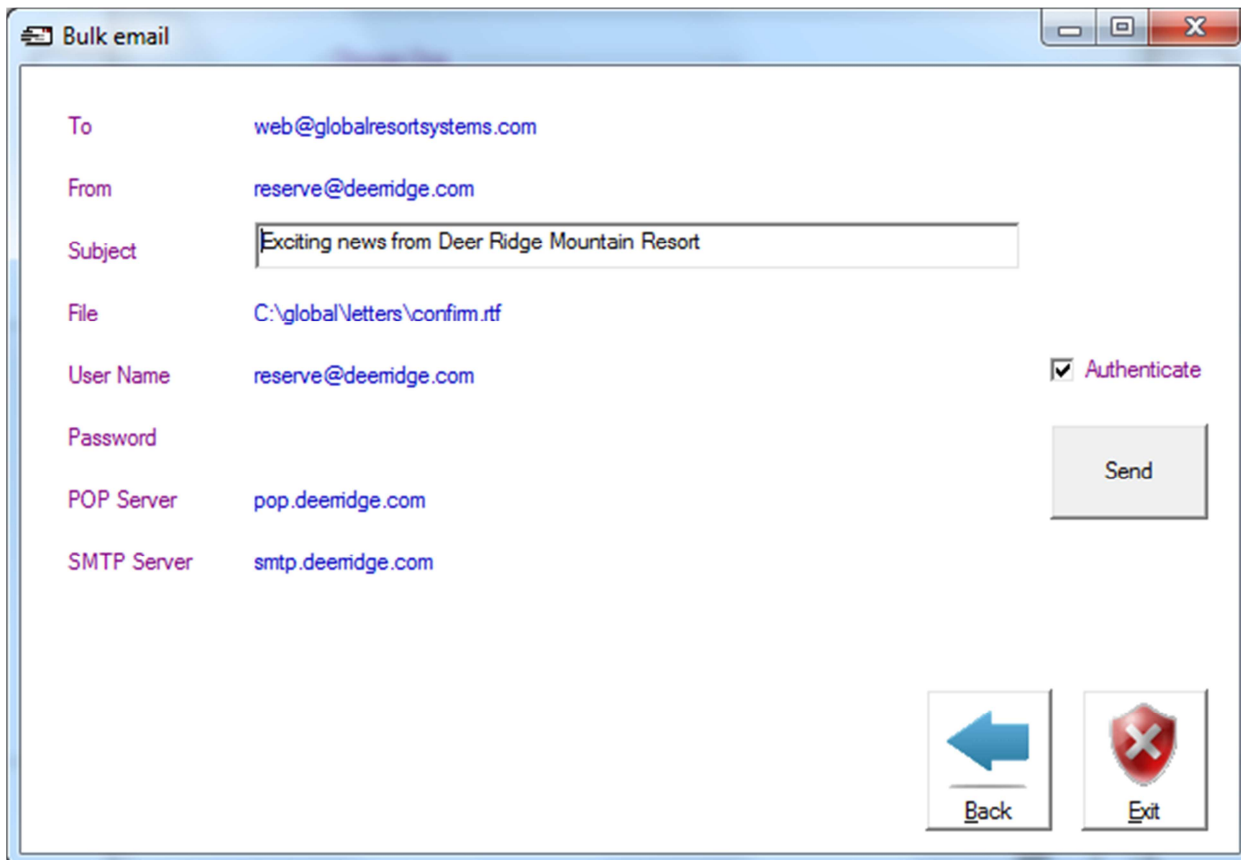
With the date range option you can choose to include or exclude guests who have reservations booked during the desired date range.

Choosing Date Range option will display the following screen:



The 'Send Options' dialog box contains two sections. The first section, 'Choose One', has three radio buttons: 'Send Test Email', 'Send to All Guests', and 'Choose Date Range' (which is selected). The second section, 'Date Range - Choose One', has two radio buttons: 'Include Guests with Reservation' (selected) and 'Exclude Guests with Reservation'. Below these are two empty text boxes for 'Starting Date' and 'Ending Date'. A calendar for June 2011 is displayed, with the 14th highlighted in yellow. To the right of the calendar are three buttons: 'Back' (left arrow), 'Next' (right arrow), and 'Exit' (red shield with an X).

Clicking Next will display the following window:



The 'Bulk email' window shows the following configuration:

- To: web@globalresortsystems.com
- From: reserve@deemidge.com
- Subject: Exciting news from Deer Ridge Mountain Resort
- File: C:\global\letters\confirm.rtf
- User Name: reserve@deemidge.com
- Password: (empty)
- POP Server: pop.deemidge.com
- SMTP Server: smtp.deemidge.com
- Authenticate:

A 'Send' button is located on the right side. At the bottom right, there are 'Back' (left arrow) and 'Exit' (red shield with an X) buttons.

Your subject will display "Exciting news from" followed by your property name. You can edit your subject.

Click Send when you are ready to send your emails.

If you have chosen to send a test email, the email will be sent to your manager email address. If you are satisfied with the test, you can click on the Back button and choose to send the email to all of your guests, or select your guests by arrival date range.

If you have chosen to send your email to all guests, each guest's email address will be displayed as the system generates and sends each email. The program will end when all emails have been sent. Time involved depends on your internet connection speed.

If you have chosen to send your emails by arrival date range, each reservation will be analyzed to check arrival date against the dates you have chosen. Each guest's email address will be displayed as the system generates and sends each email. The program will end when all emails have been sent. Time involved depends on your internet connection speed.

A Stop button will be displayed if you need to stop the email generation. Just remember, stopping and starting may generate duplicate emails for some guests.

The Exit button will end the program execution.