

How to use Mailer

Pre-requisite:

- [Patron Customers](#)
- [Configure SMTP](#)

Steps:

1. From the menu screen. Click Patronage > Mailer. Mailer screen will open.
2. Select a letter to send from the Letters combo box.
3. Select customers from the grid.
4. Click 'Print' to print the letters. Else, click 'Email' to send the letter thru email.

Important Notes:

- Letters should be addressed to the entity contacts of the customer