



for info or support call

Marc Armstrong
831-901-4774

!!!!!!!

NO SPAM • NO VIRUSES

INTERNAL MAIL FOR COMMUNICATING WITHIN AAXSYS

we are service-driven and are continually responding to your needs through the application and development of new technology

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NOT AN AAXSYS MEMBER YET? CALL FOR FREE DEMO 415-447-2097

Communicate with other Aaxsys users in your company* without opening an email browser. Another time - and money - saving feature from Aaxsys.

*for instructions on using this feature outside your company, adding users, etc. contact Marc for support: 831-901-4774

ARE YOU USING THIS FEATURE YET?

AMERICAN MARKETING SYSTEMS INC. - SAN DIEGO
734 Salem Ct, San Diego, Ca 92109

Contact information: E-mail Phone 858-488-6700 Fax 858-488-4616

Furnished Department				
Reservations	Guests	Units	Administration	User
Reservation Board	View and Edit Guest Information	View and Edit Unit Information	List users	Appointment Calendar
Availability Listing	Guest financial	List/download Unit expenses	Add users	Internal Mail
Reservation List (all for		Add a New Unit	View and Edit Owner Information	Edit your user information
		View and edit Building information	Add a New Owner	Contacts
		Add a New Building	List Business Categories	Alerts Journal
		List Groups	Add a New Business Category	Task List
		Add a New Group	Member Configuration	Enter a Credit Card Transaction
		List Regions	Contact Forms Journal	View Credit Card Transactions
		Add a New Region	Enter a Credit Card Transaction	
		Housecleaning Board	View Credit Card Transactions	Accounting
		List CostCodes	Change Entity	Payables (Create checks)
		List Workorders	Switch to backup	List Checks
		List Vendors		General Ledger

send or check email

- 1 first, log in to get to your personal **main menu**
- 2 from the **user column** select **internal mail**
- 3 select your **inbox**:
 - check new mail
 - review sent mail
 - view date range
 - view by message sender
- 4 click link to **send new message**
- 5 a **new mail window** opens
- 5 click on **select recipients**; your user list will come up; **check off** those you want to email, **confirm and send**

4 Mail message selection page

Send a new message

Internal Message Selection

3

List INBOX
List SENT messages
From Date
Until Date
ALL AGENTS
Select message sender from list

Proceed

Type your message in the box below:

Recipients: **5** Select recipients

Sender: SDSZS

Subject:

	SDSMA	Marc Armstrong	<input type="checkbox"/>
	SDSMM	Michelle Medak	<input type="checkbox"/>
	SDSRF	Robb Fleischer	<input type="checkbox"/>
	SDSUP	Uta Peckman	<input type="checkbox"/>
	SDSZS	Zoya L. Smithton	<input type="checkbox"/>

Confirm selected recipients



Just pennies per day per unit.
No strings, wires or gimmicks.

www.aaxsys.com