

SuperMailer

With the SuperMailer module, a function for sending mass mails is available in PC CADDIE. This module must be licensed. With the SuperMailer you can handle the dispatch of personalised serial mails with HTML attachments directly from PC CADDIE, e.g. for newsletter dispatch.

Advantages compared to Outlook dispatch:

- Sending personalised e-mails with direct salutation
- Sending of professional HTML documents
- Any attachment is possible
- Direct address export from PC CADDIE according to person filter
- SPAM probability is significantly minimised
- With Outlook, only 50 mails can be in the BCC, otherwise it becomes spam. With Supermailer, each mail is sent individually.

The programme is installed on any computer on which you want to work with Supermailer. An installation on the server is of no use, it is exclusively a local application.

This is how you install Supermailer:

Installation

The installation and licensing of Supermailer on the first workstation is included in the licence price and is carried out by our support team. Would you like to use Supermailer on additional workstations? The next chapter describes how you can easily install it. [Contact](#) our support team after you have completed the installation(s) so that we can still license it for you.

Download Supermailer

To install the Supermailer, download the German-English version <http://www.supermailer.de> LOKAL onto your computer. This way you always have the latest version available and avoid licensing problems with Windows7 computers.

For the installation you need administrator rights for the computer on which SuperMailer is to be used. If your computer should be replaced, a new installation of SuperMailer is necessary!

Newsletter software and email marketing software SuperMailer

Email HTML newsletter software to create and send newsletters and personalized bulk emails



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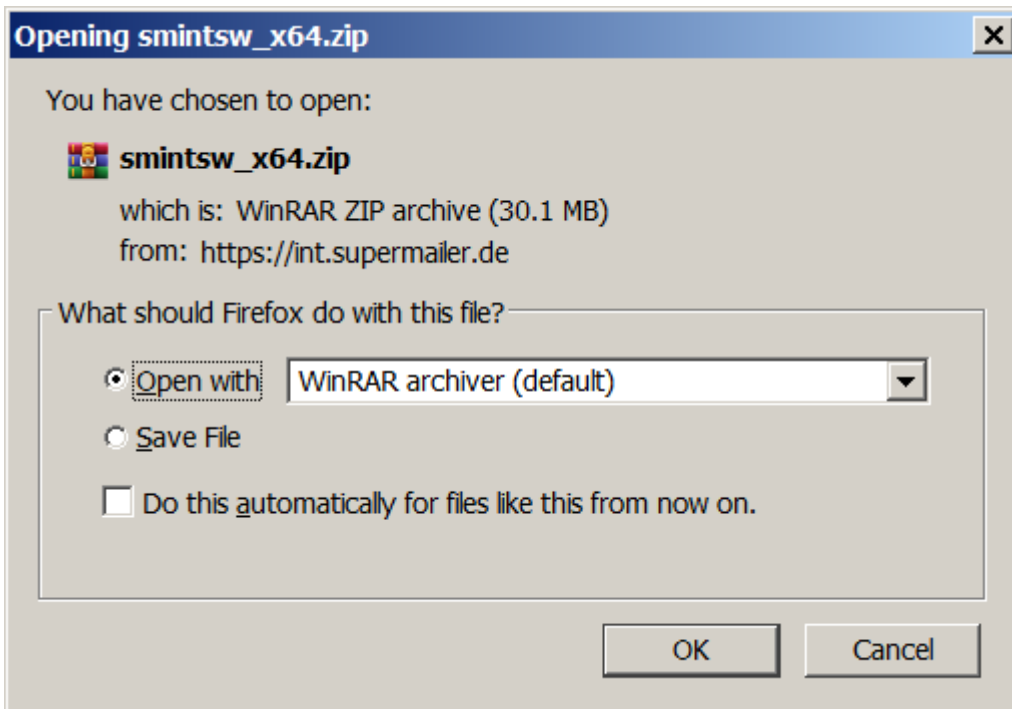
DOWNLOAD EMAIL NEWSLETTER SOFTWARE SUPERMAILER FREEWARE VERSION (08. OKTOBER 2018)

[Newsletter Software SuperMailer v10.61 32bit \[10.61.0.1952\]](#)
(English and German)

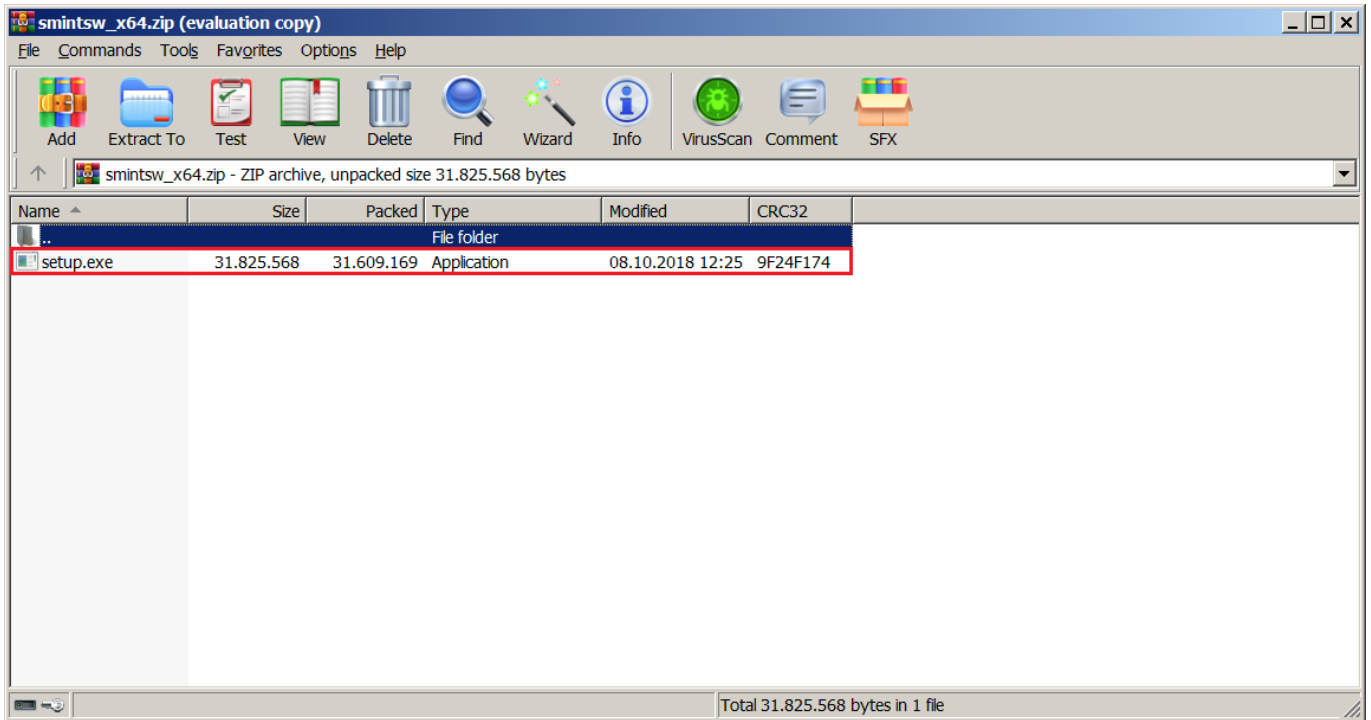
23 MByte
(x64 29 MByte)

[Newsletter Software SuperMailer v10.61 64bit \[10.61.0.1952\]](#)
(English and German)

Depending on your operating system, double-click on the 32bit or 64bit version.

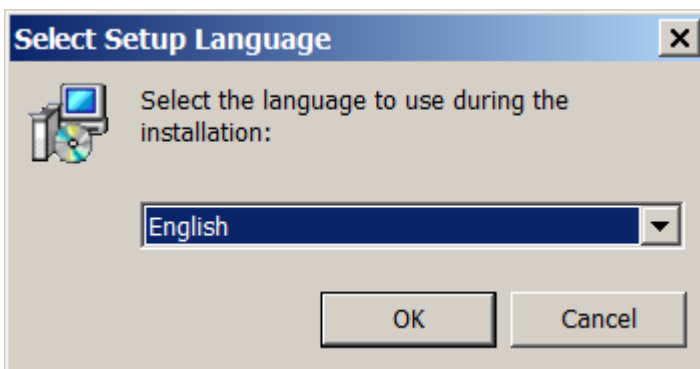


Confirm with OK

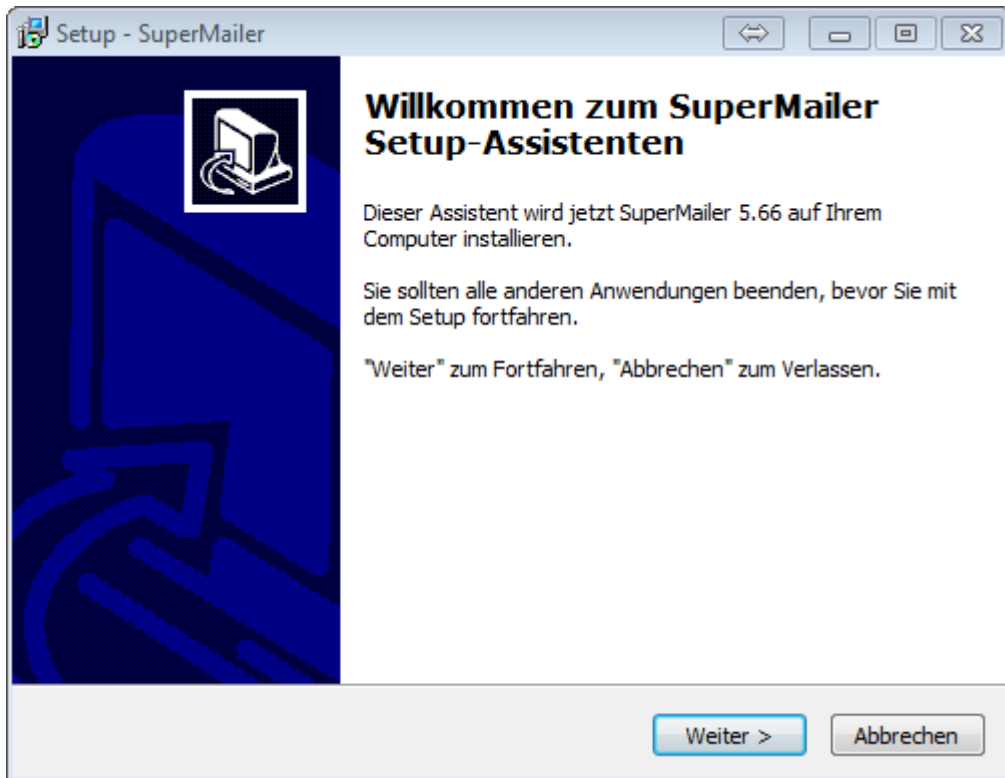


Start with double click

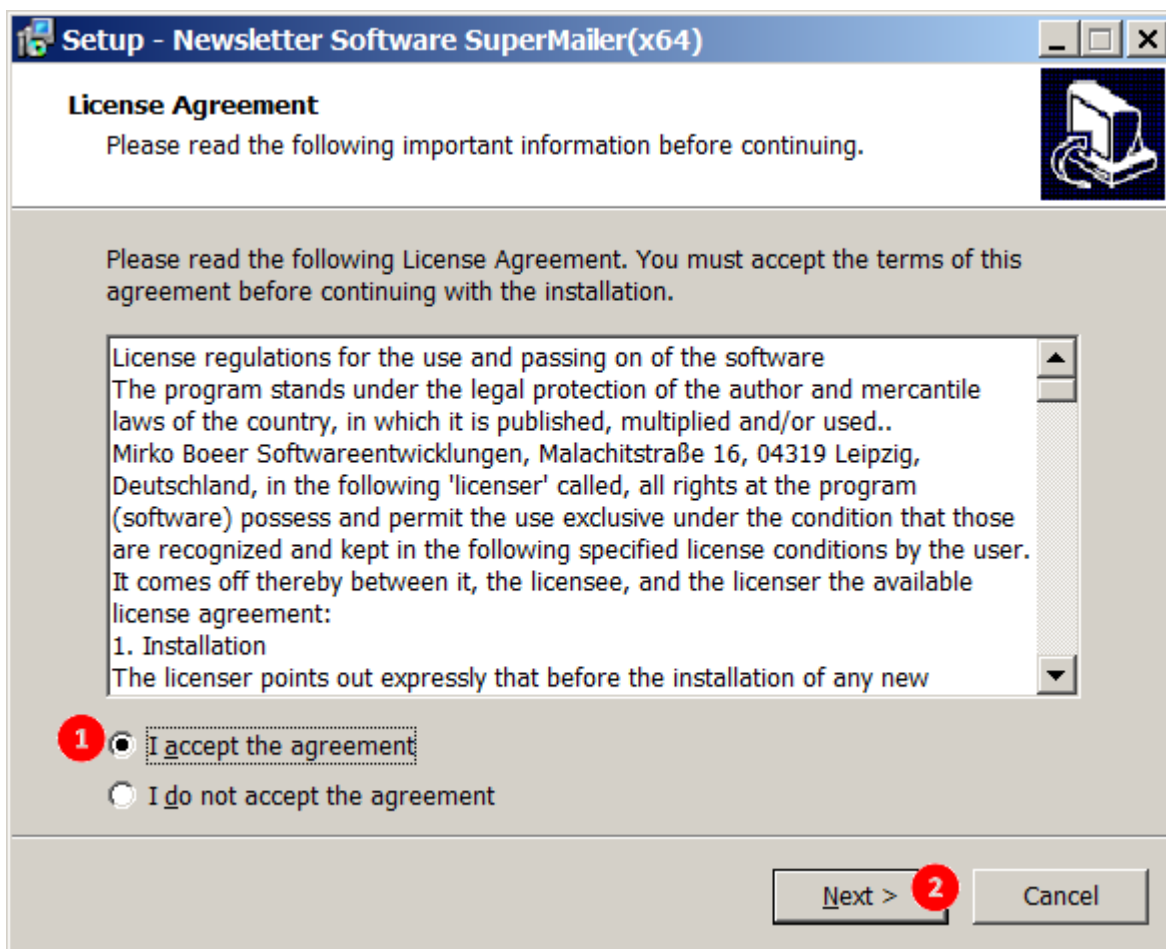
Query User Account Control: Do you want the programme to make changes? YAAAAA

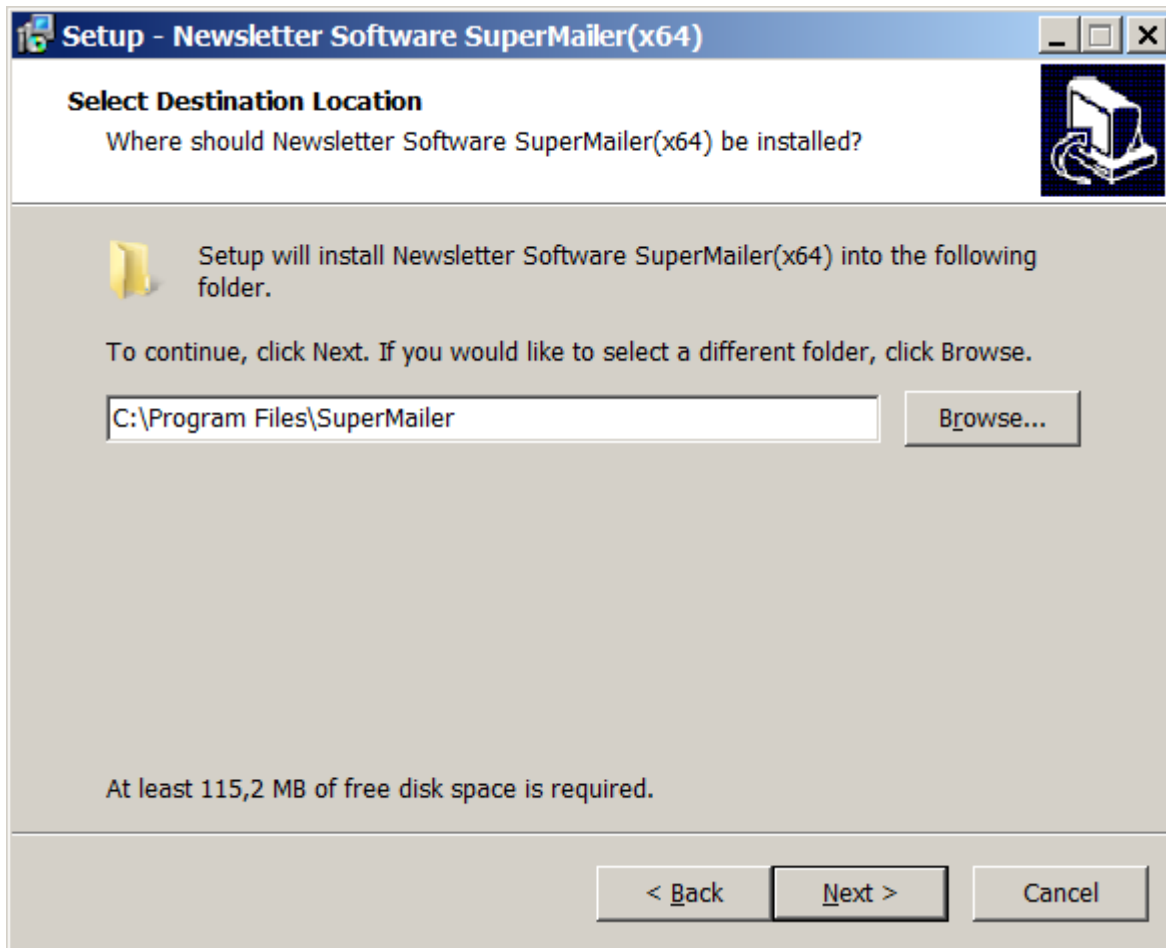


German, OK

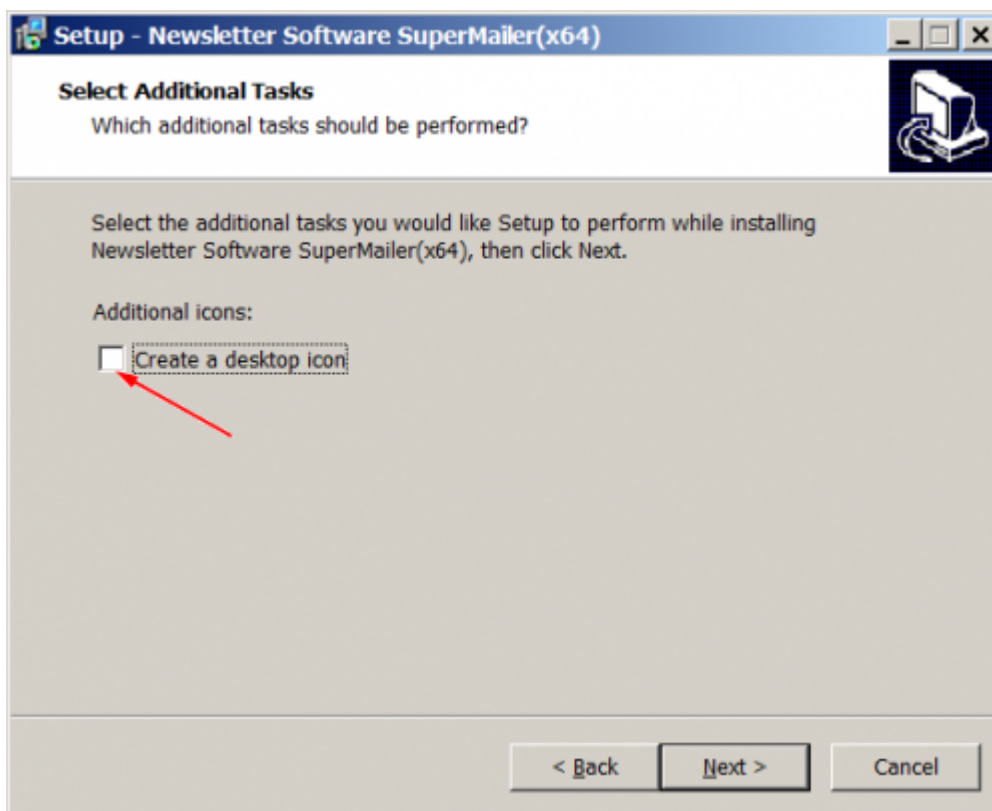


CONTINUE



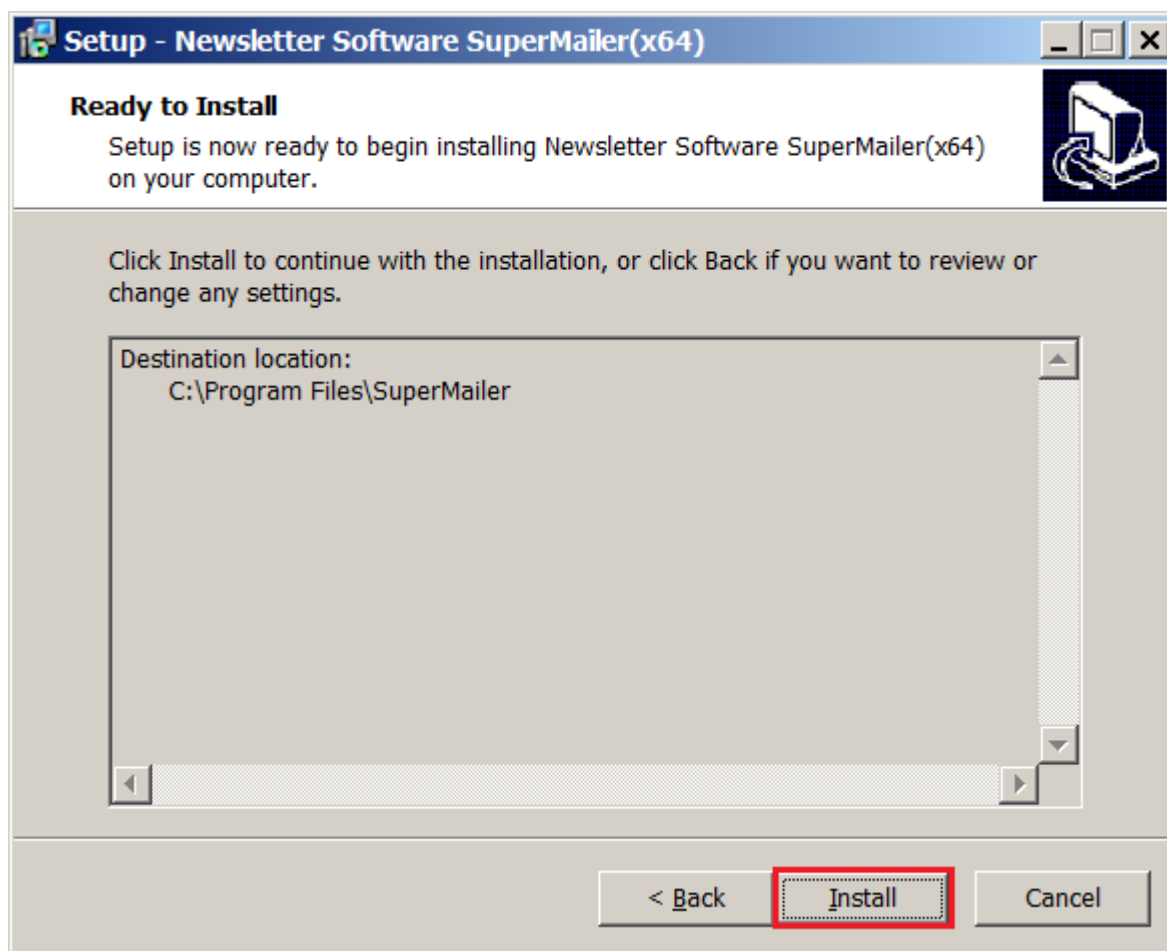


CONTINUE



Since the Supermailer is started via the corresponding function in PC CADDIE, you do not need the icon on the desktop. The tick can normally be left out. If you often need to access newsletters that have already been sent in order to check something, the shortcut on the desktop is the quickest way.

In this case, leave the tick set.





SuperMailer - New project [X]

New project | Existing project

Email format

- HTML and plaintext email (multipart email)
- Plain HTML email (not recommended)
- Plaintext email

Editing HTML email

- in WYSIWYG HTML editor
- in wizard after loading a suitable template
- in plain HTML editor

Email encoding

- German, Alban., Dan., English, Finn., French, Gal., Irish, Icelan., Italien, Catalan, Dutch, Norse, Portug., Swedish, [▲]
- Unicode (UTF-8) (unicode)
- Croat., Polish, Ruman., Slovak, Slovene, Czech, Hungar. (iso-8859-2)
- Esperanto, Galizien, Maltese, Turkish (iso-8859-3)
- Estonian, Latvian, Lithuanian (iso-8859-4)
- Arabic (NOT supported) (iso-8859-6)
- Newarok font (iso-8859-7)


Recipients database

- New recipients database
- Existing recipients database:

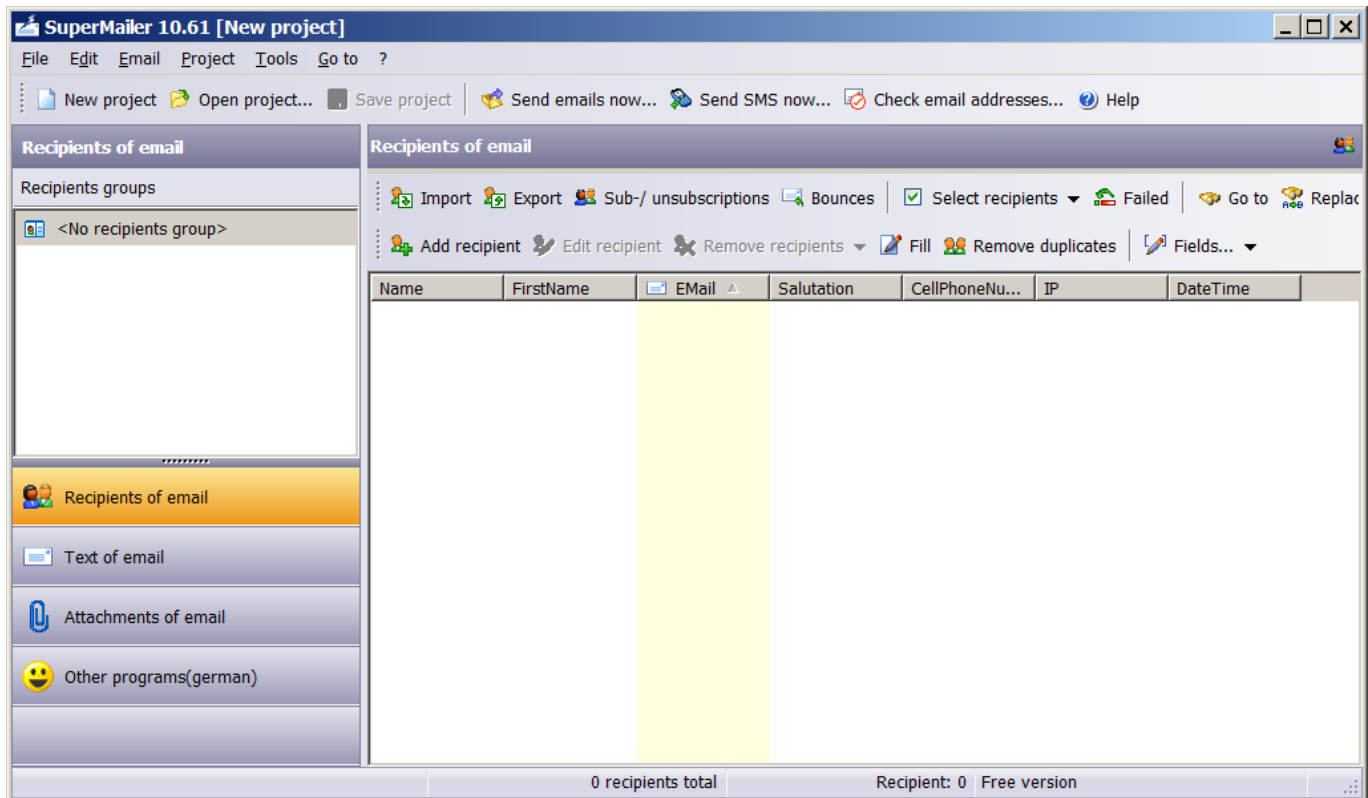
Show window again.

New Cancel

SuperMailer

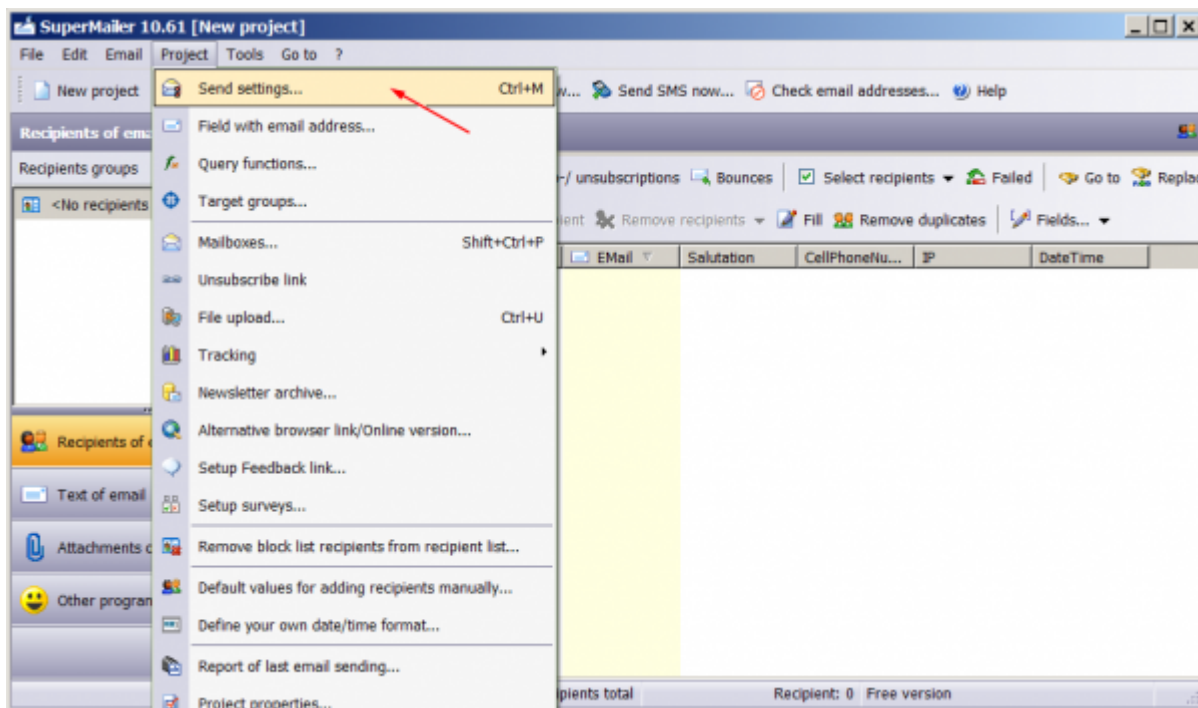
 Sie haben SuperMailer das erste Mal gestartet. Möchten Sie den Schnelleinstieg lesen?

Ja **Nein**



Settings for sending e-mails

Click on Project and select the option Settings for e-mail dispatch here.



In the tab **E-mail addresses** you enter

1. the sender's address = your club e-mail
2. the name you would like to be displayed (e.g. Golfclub Sonnenschein)
3. the address to which the reply is to be sent

Send settings

Email addresses | **Email sending** | Extended | BCC sending | Limits | Header of email

Sender email address: 1

Displayed sender name: 2

Replies are sent to email address (Reply to): 3

Send a visible Copy (Cc:) of each email to this email address(es):

Send a blind copy of each email to this email address(es):

Creation of recipient name (only by sending via SMTP server):

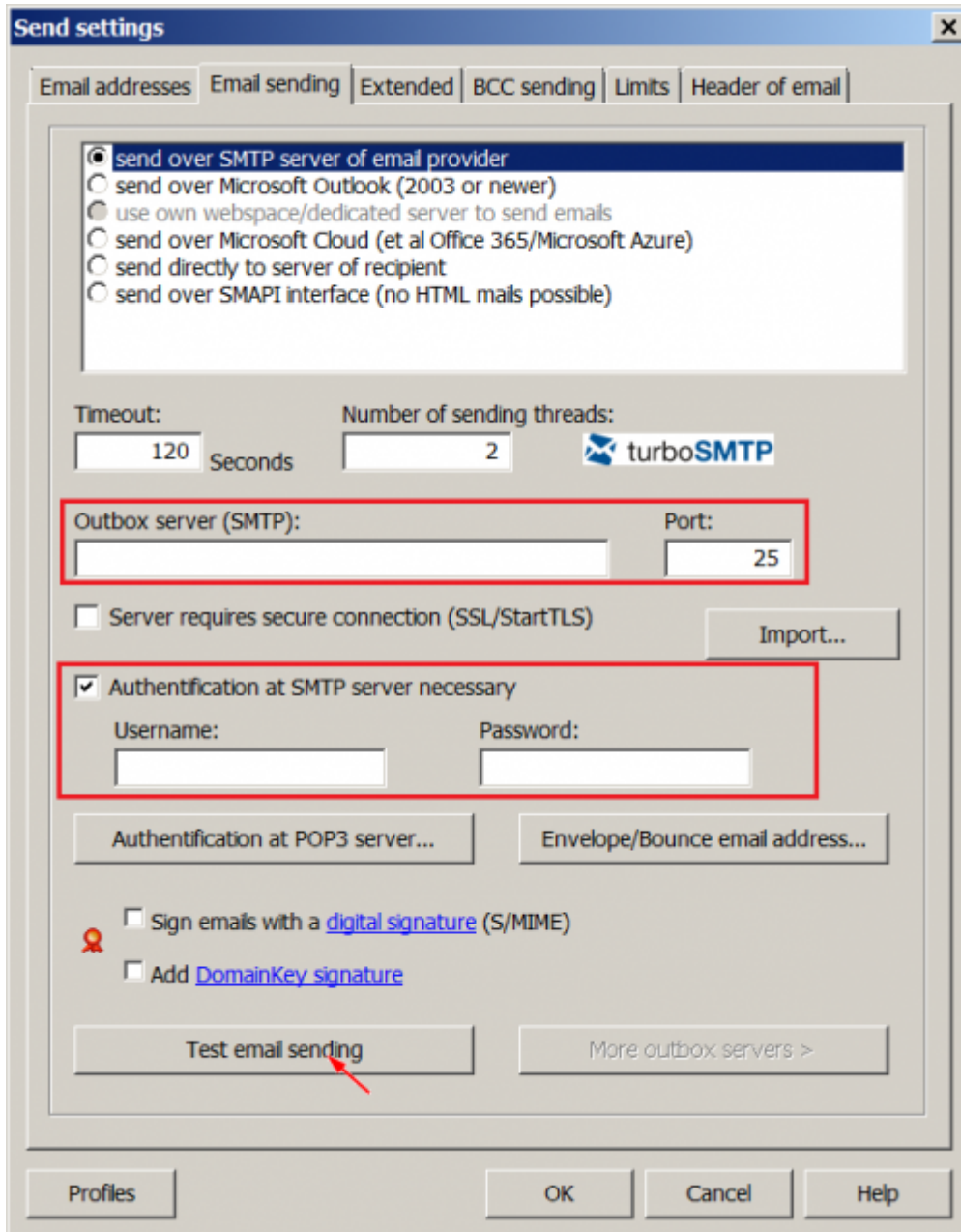
Only by sending via SMTP server resp. directly to server of recipient:

Create multipart messages (one part html, one part plaintext)

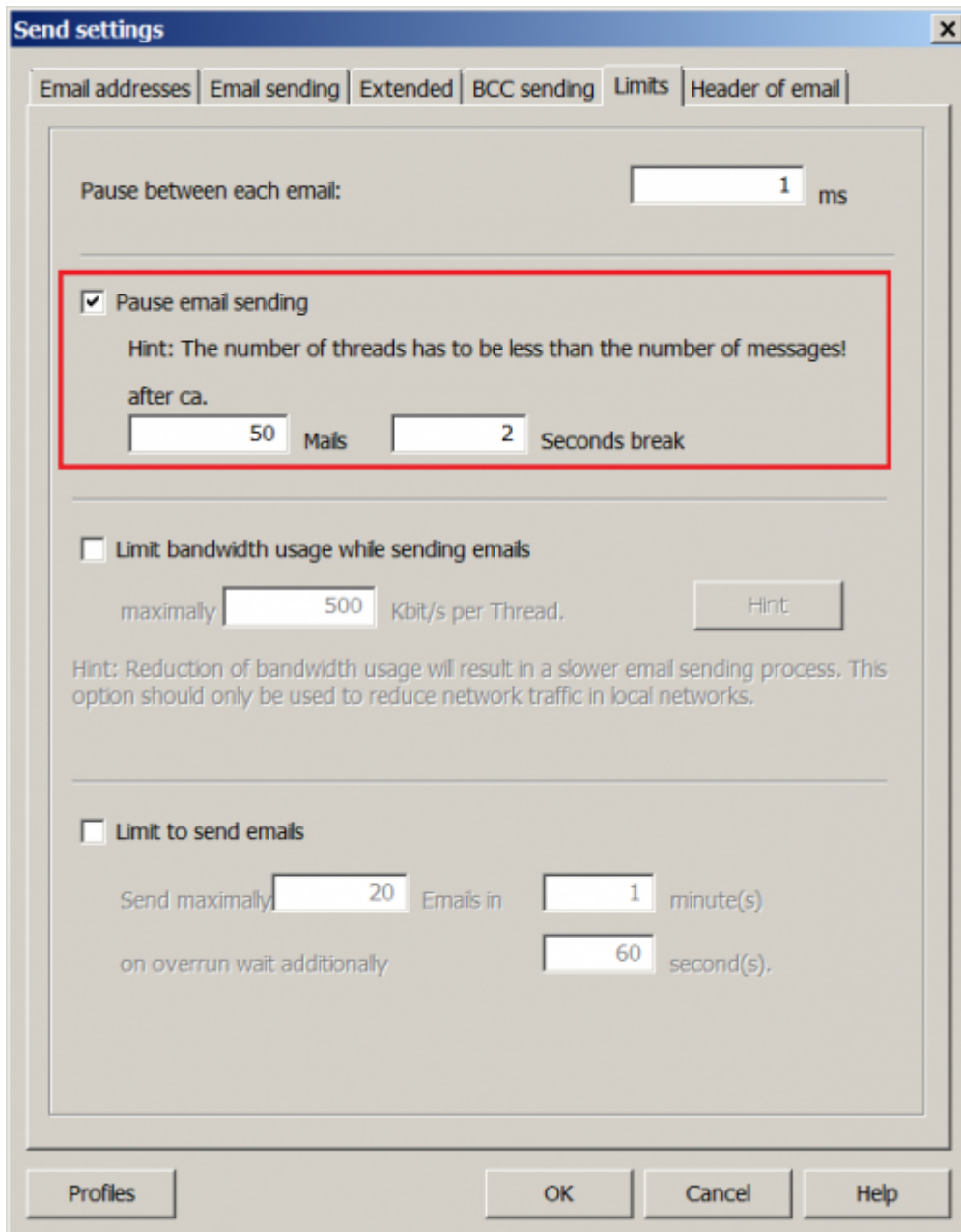
Pre header/preview text...

Profiles OK Cancel Help

In the tab **E-mail dispatch** enter the details of your mail server. Click on the button *Test e-mail dispatch* to check the settings. If the e-mail was sent successfully, the information is correct.



We recommend sending the newsletters with small pauses. These can be set in the tab **Limits** tab:




Create newsletter

Excursus: Supermailer and EU-DSGVO

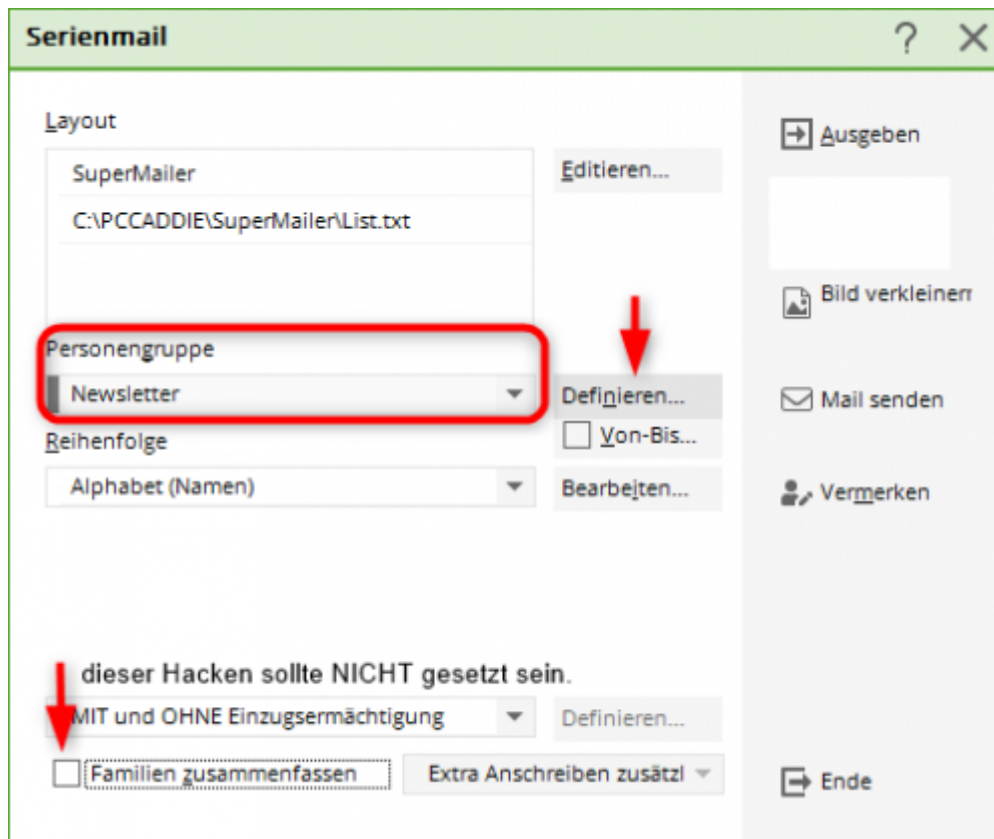
Since the General Data Protection Regulation came into force on 25 May 2018, care must be taken to ensure that no newsmail unlawfully reaches recipients who had objected to receiving it.

Therefore, with the EU-DSGVO-compliant update of PC Caddie, the export of mail addresses is

basically suppressed.  You will not get any addresses selected during the first export. Of course, there are ways to still be able to work. You can find out what these are hier:http://doku.pccaddie.com/doku.php?id<ignore>=de:sonstigefunktion:datenschutz:datenschutz#supervisor-rechte_bezueglich_e-mail-versand</ignore>

Define group of persons

Select in PC CADDIE **People/SuperMailer**.



Select the desired groups of persons here. Via Define you can check that the correct options are stored.

Kontakte-Filter: Newsletter

Name: Newsletter Speichern Löschen

+ Neuer Filter F9

Personen-Filter Aufzählung

<input type="checkbox"/> Handicaps	von	Pro	bis	--
<input type="checkbox"/> Geburtsdatum	von	.	bis	31.12.2020
<input type="checkbox"/> Eintrittsdatum	von	.	bis	31.12.2020
<input type="checkbox"/> Heimatclub	nur			
<input type="checkbox"/> Geschlecht	nur			
<input type="checkbox"/> Altersklasse	nur			
<input type="checkbox"/> Mitgliedschaft	nur			
<input type="checkbox"/> Status	nur			
<input type="checkbox"/> Verschiedenes	nur			
<input checked="" type="checkbox"/> Zusatz-Info	nur	!NONEWS		
<input checked="" type="checkbox"/> E-Mail, P+G	nur	!<LEER>		
<input type="checkbox"/> Clubnummer/-kennur	nur			
<input type="checkbox"/> Irgendwo/Alles	nur			

OK

Negation

Eintritt/Austritt passend zum: Heute

Sonderfilterung:

Event

Beitrag

Umsatz

CRM

Logisch

Datei

Abbruch

The [You can set up the person filter](#) as a normal filter, except that the 2 options shown must be set:

1. The ticked option means that persons who do not have [Additional information](#) „NONEWS“ will receive an e-mail. This way, the mail address does not have to be deleted when unsubscribing. It is sufficient to leave the additional information. Information on this can be found under [Unsubscribe Newsletter](#)
2. Only those persons who have entered an e-mail address will be taken. The exclamation mark means that the field not be empty.

Confirm with **OK**.

Select ➔ Ausgeben and Start file output.

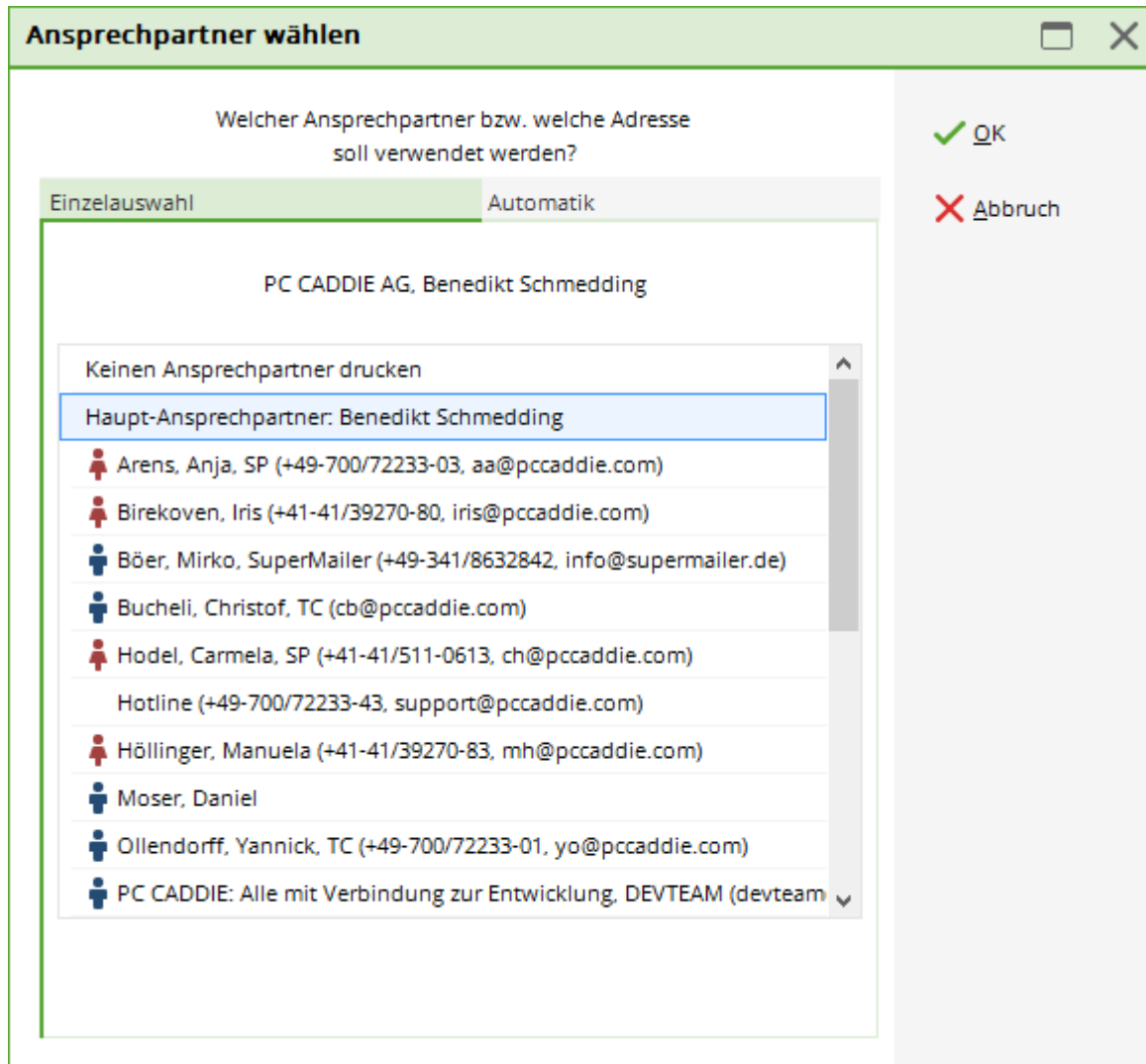
Dateiausgabe

Soll die Dateiausgabe wirklich gestartet werden

Dateiausgabe starten

Abbruch

During output, this window might appear if you are working with the ALINK contact person in CRM/DMS: Click here for more info on [ALINK contact persons](#).



With individual selection, you decide per record output who is included in the selection. You can also decide not to select a contact person.

Ansprechpartner wählen ☐ ✕

Welcher Ansprechpartner bzw. welche Adresse soll verwendet werden?

Einzelauswahl Automatik

Für diese Ausgabe automatisch wählen

Dabei diesen zuerst nehmen:

...danach diesen Typ:


...weiter diesen Typ:

...weiter diesen Typ:

...weiter diesen Typ:

...weiter diesen Typ:

...weiter diesen Typ:

Zusätzlich jene mit dieser Zusatz-Info: 

Ausgabe-Umfang:

- eine Ausgabe je Datensatz mit E-Mail der passenden Ansprechpartner
- eine Ausgabe je Datensatz mit E-Mail von allen Ansprechpartnern
- alle passenden Ansprechpartner einzeln verarbeiten

Doubletten dabei ausfiltern

Automatik-Wahl:

✓ OK

✕ Abbruch

With automatic output, you can determine which contact persons are to be selected for further output. There will then be no further individual query. Please edit this window carefully and consider the following aspects:

- Check the box for E-mail from all contact persons, so that everyone receives the mail.
- If you tick the checkbox E-mail from all suitable contact persons, the respective contact person will be selected that you have *take these first* and *further this type* stored.
- If you want to select from the group of persons all those who have also stored additional information, in our example, all contact persons with letter salutation with additional information CM, you can enter the additional information here.
- If you are not sure whether your setting achieves the desired result, you can press the button **Note** button in the address output window, if you click there on **F7 Check export list** you will get the output addresses for checking.
- Or you can use the SuperMailer programme under **Recipient group** Draw samples.

If you are working with the CRM/DMS module, there are further setting options. Please contact Support so that these can be activated.

First of all, you determine who should receive the mail via the person selection, e.g. all persons with an e-mail, or all persons with a turnover of 2000€, or in our example all persons with the additional

info nomag.

Kontakte-Filter: Newsletter Mitglieder

Name: Newsletter Mitglieder Speichern Löschen

+ Neuer Filter F9

Personen-Filter Aufzählung

<input type="checkbox"/> Handicaps	von	Pro	bis	--
<input type="checkbox"/> Geburtsdatum	von	..	bis	31.12.2020
<input type="checkbox"/> Eintrittsdatum	von	..	bis	31.12.2020
<input checked="" type="checkbox"/> Heimatclub	nur	M	Mitglieder	☰
<input type="checkbox"/> Geschlecht	nur			☰
<input type="checkbox"/> Altersklasse	nur			☰
<input type="checkbox"/> Mitgliedschaft	nur			☰
<input type="checkbox"/> Status	nur			☰
<input type="checkbox"/> Verschiedenes	nur			☰
<input checked="" type="checkbox"/> Zusatz-Info	nur	!NONEWS		
<input checked="" type="checkbox"/> E-Mail, P+G	nur	!<LEER>		
<input checked="" type="checkbox"/> Zusatz-Info+Ansprech	nur	nomag		
<input type="checkbox"/> Irgendwo/Alles	nur			

☑ OK

Negation

Eintritt/Austritt passend zum:
Heute

Sonderfilterung:

Event

Beitrag

Umsatz

CRM

Logisch

📄 Datei

✖ Abbruch

Click on **Output**. Our task now is to send the mail to all persons and contact persons who have deposited the additional information nomag. The following setting is necessary:

Ansprechpartner wählen
☐ ✕

Welcher Ansprechpartner bzw. welche Adresse soll verwendet werden?

Einzelauswahl

Automatik

Für diese Ausgabe automatisch wählen

Dabei diesen zuerst nehmen:

...danach diesen Typ:

...weiter diesen Typ:

...weiter diesen Typ:

...weiter diesen Typ:

...weiter diesen Typ:

...weiter diesen Typ:

Zusätzlich jene mit dieser Zusatz-Info:

E-Mail von allen passenden Ansprechpartnern

E-Mail von allen Ansprechpartnern

Alle passenden Ansprechpartner ggf. einzeln verarbeiten

Doubletten dabei ausfiltern

✔ OK
✕ Abbruch

If available contact person automatically as follows means that PCC **selects all** contact persons and the individuals from the person group with the additional info nomag. The tick *E-mail from all matching contact persons* now ensures that the mail is sent to all individuals and only those contact persons who have stored the additional info nomag.

Set the tick *E-mail from all contact persons* PCC outputs all contact persons from all data records with contact persons in which one of the contact persons has a nomag, and also all individuals.

Another task: If you want to send the mail to all managing directors with the additional info nomag, set the following:

Ansprechpartner wählen
☐ ✕

Welcher Ansprechpartner bzw. welche Adresse soll verwendet werden?

Einzelauswahl
Automatik

Für diese Ausgabe automatisch wählen

Dabei diesen zuerst nehmen: Briefempfänger

...danach diesen Typ: ▼

...weiter diesen Typ: ▼

...weiter diesen Typ: ▼

...weiter diesen Typ: ▼

...weiter diesen Typ: ▼

...weiter diesen Typ: ▼

Zusätzlich jene mit dieser Zusatz-Info: ▼

E-Mail von allen passenden Ansprechpartnern

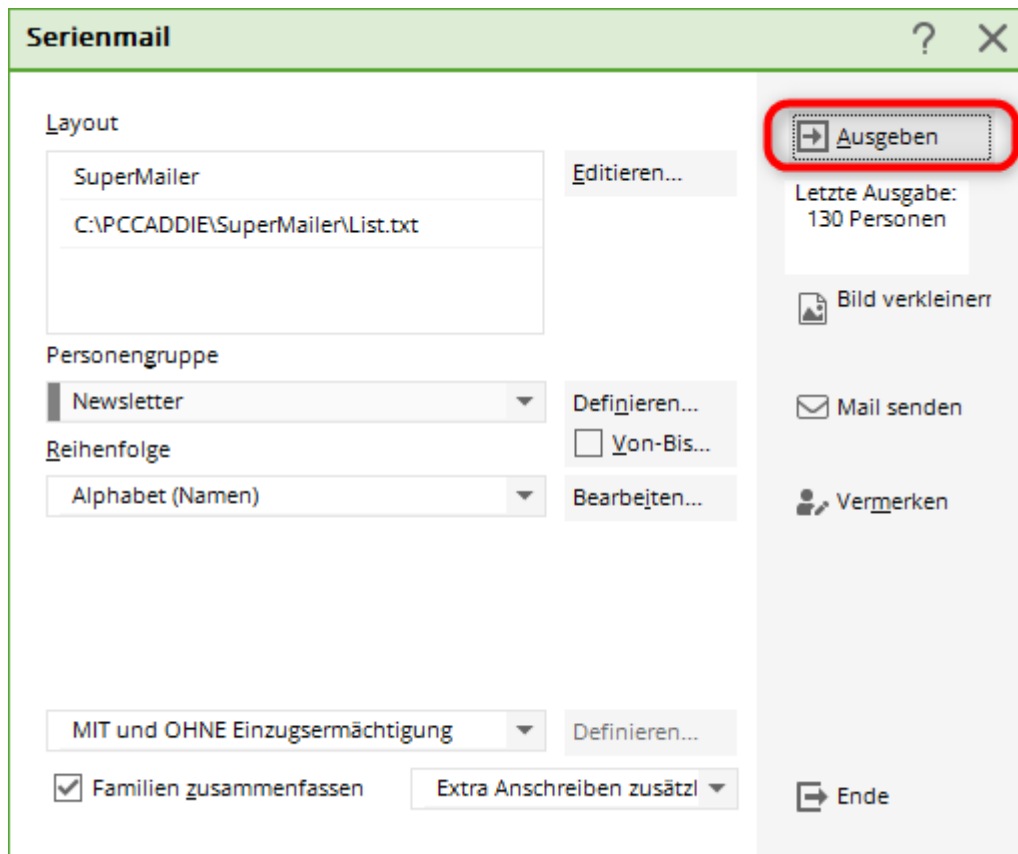
E-Mail von allen Ansprechpartnern

Alle passenden Ansprechpartner ggf. einzeln verarbeiten

Doubletten dabei ausfiltern

✔ OK
✕ Abbruch

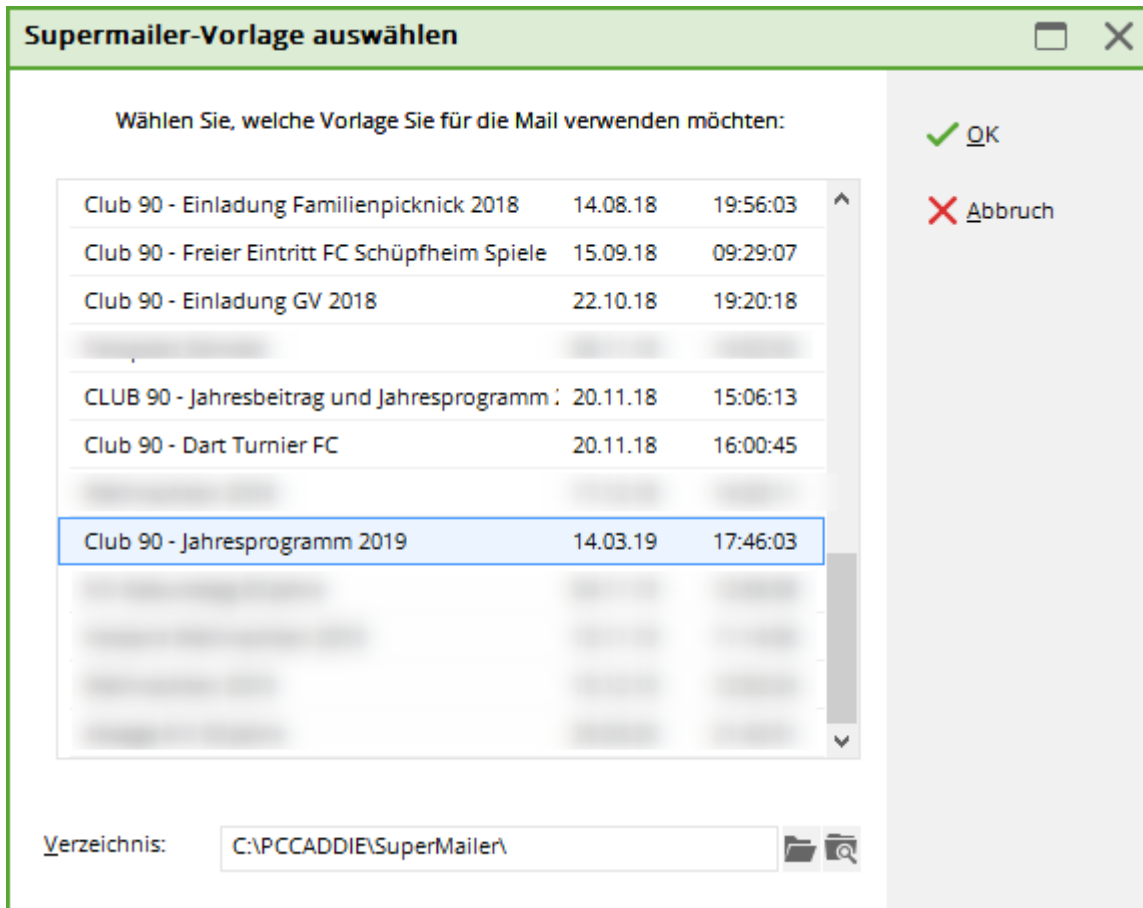
At the top right, you can see the number output and, if necessary, assess whether everything is OK with the filter.



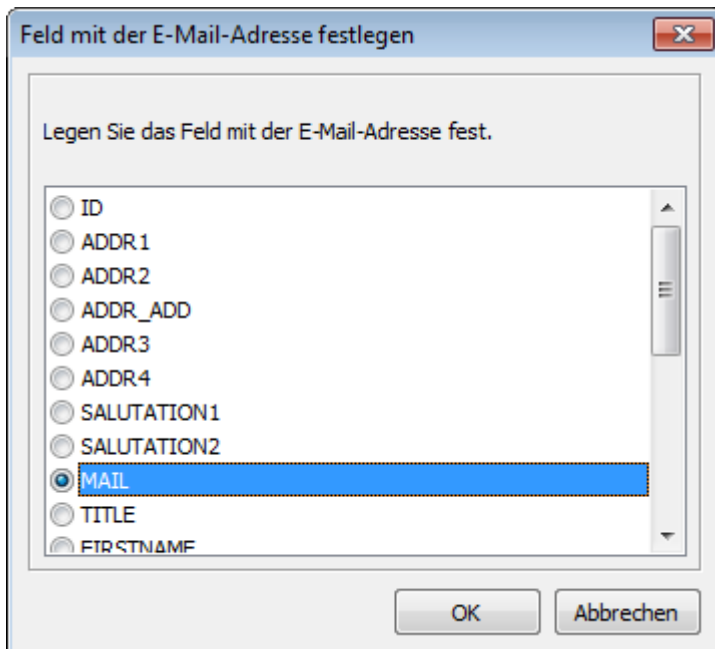
Output addresses and select mail template

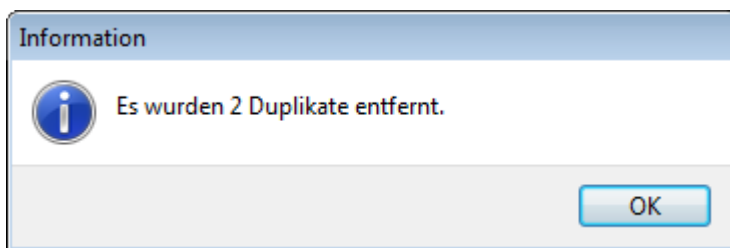
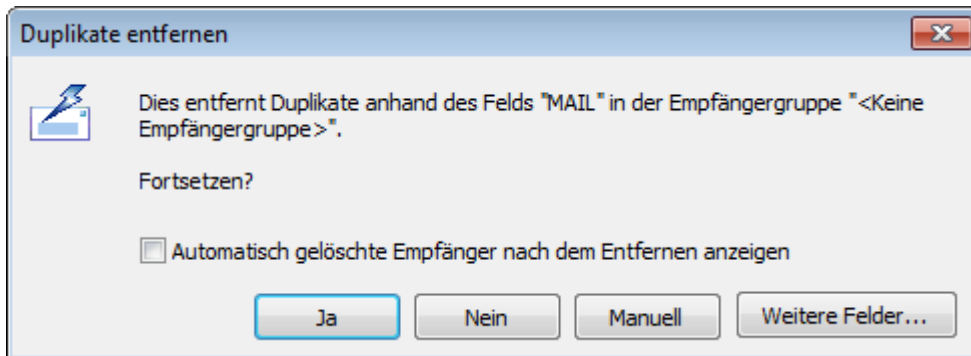
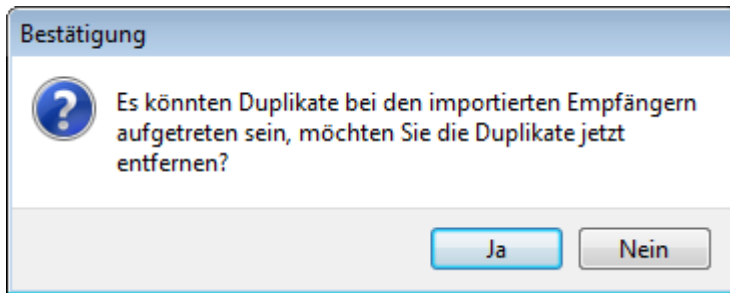
Click on the button . The SuperMailer folder in your PC CADDIE main data opens.


It is very practical to work with a master template. This way you avoid mistakes and the newsletters go out in a uniform form. Save all newsletters in this directory with a new name. The chronological sorting gives you a good overview.



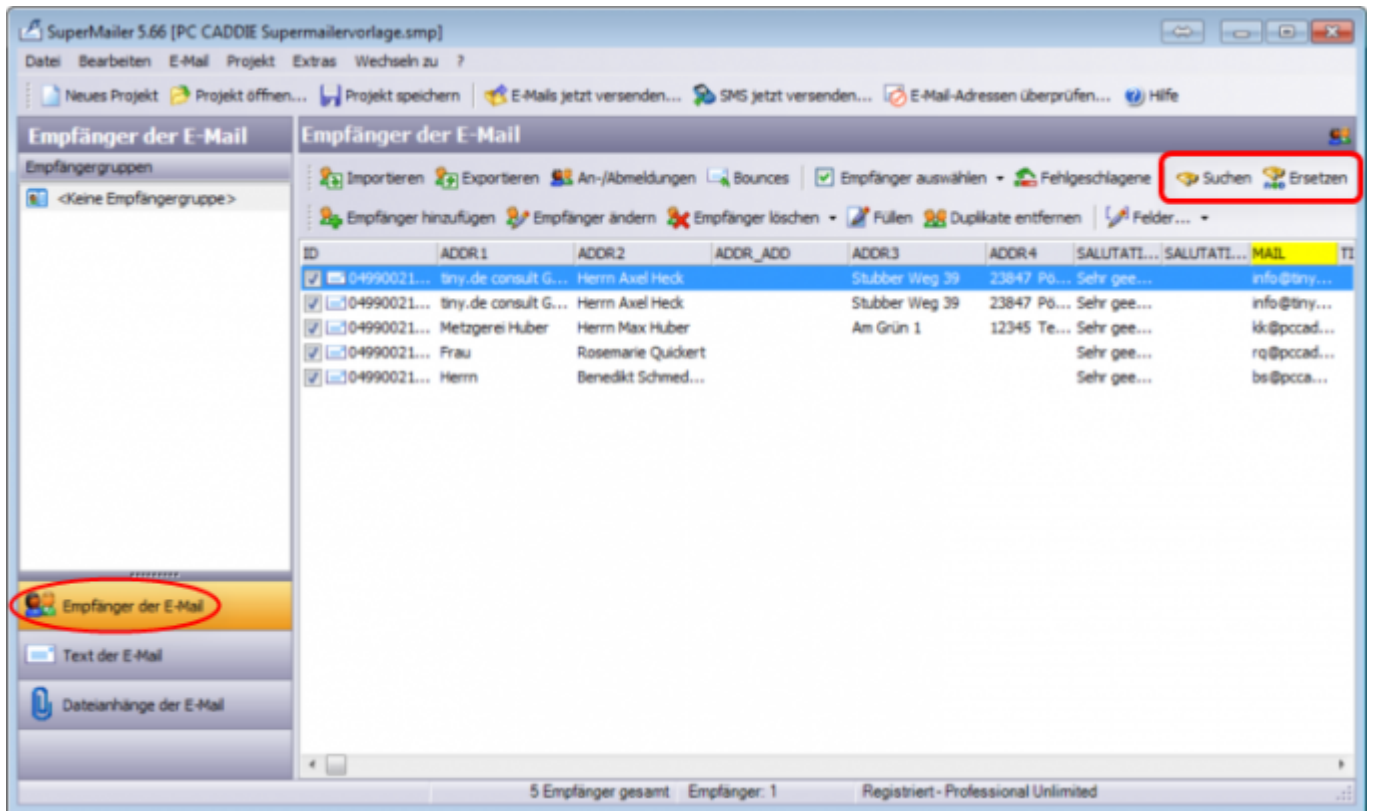
Here you can select (master) template and then click on **OK** button. The SuperMailer programme now opens and first asks for the desired e-mail field, as well as for the deletion of duplicates.





 Decide whether you want to remove or keep the duplicates. Assuming Daisy and Donald Duck had the same e-mail address stored in your PC CADDIE, only one of them would ever receive the personalised e-mail.

The previously issued persons appear in the window of the recipients of the e-mail:



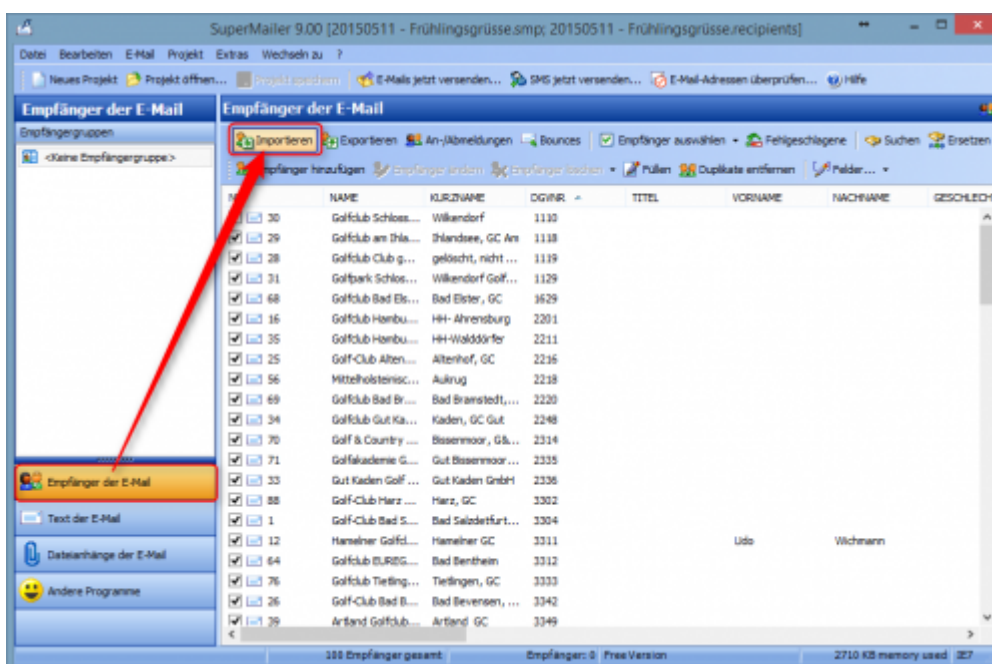
You will find the number of e-mail recipients in the window at the bottom.

Here you can again randomly search for individual persons. **Search.**

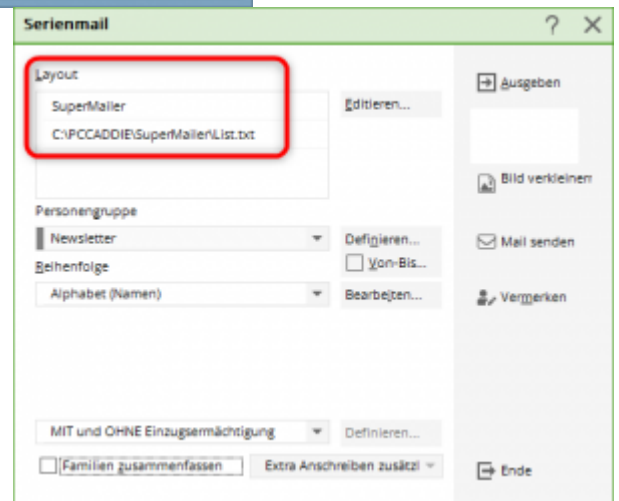
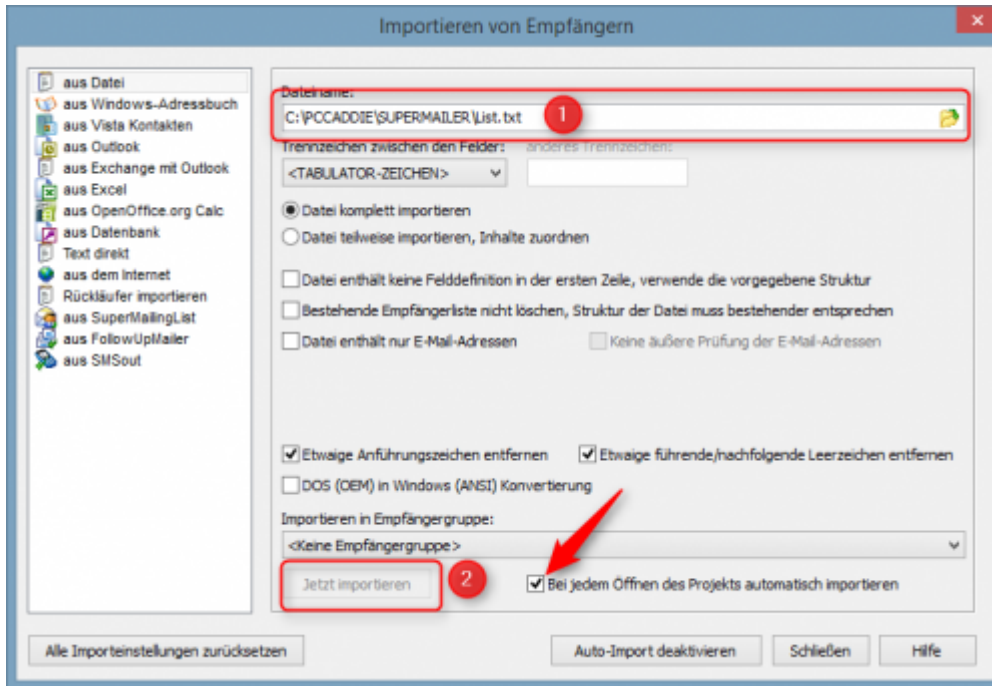
Error during address import

If no addresses have been imported or old, incorrect addresses are still in the list, proceed as follows:

In the recipient window, click on the button **Import**



1 - Here you check that the path for the List.txt corresponds to the one stored under Layout in the initial window.

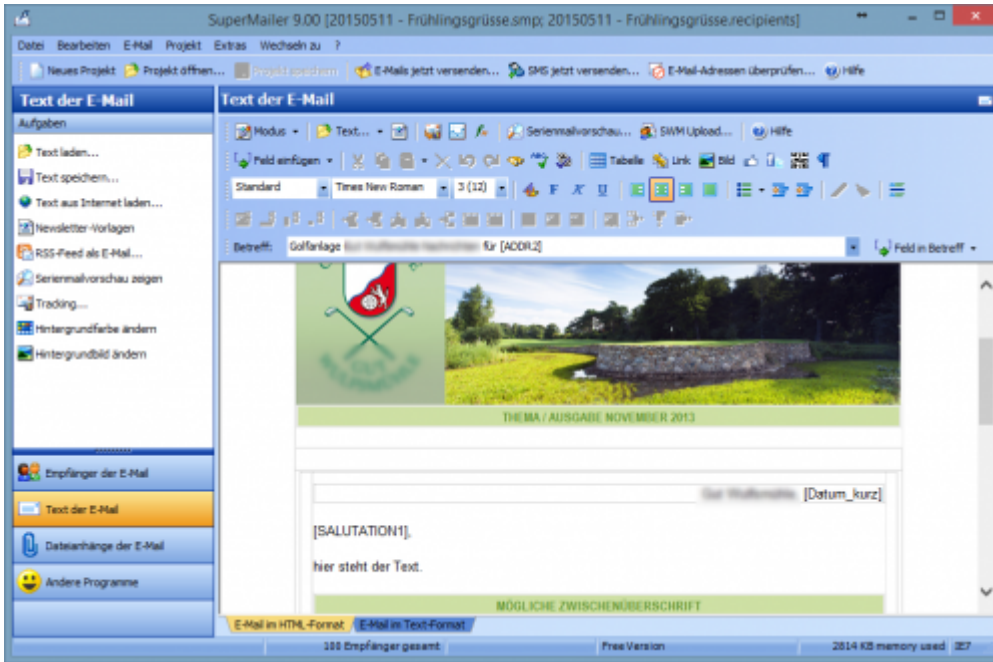


2 - Then tick the box for the automatic import of addresses and re-import the addresses.

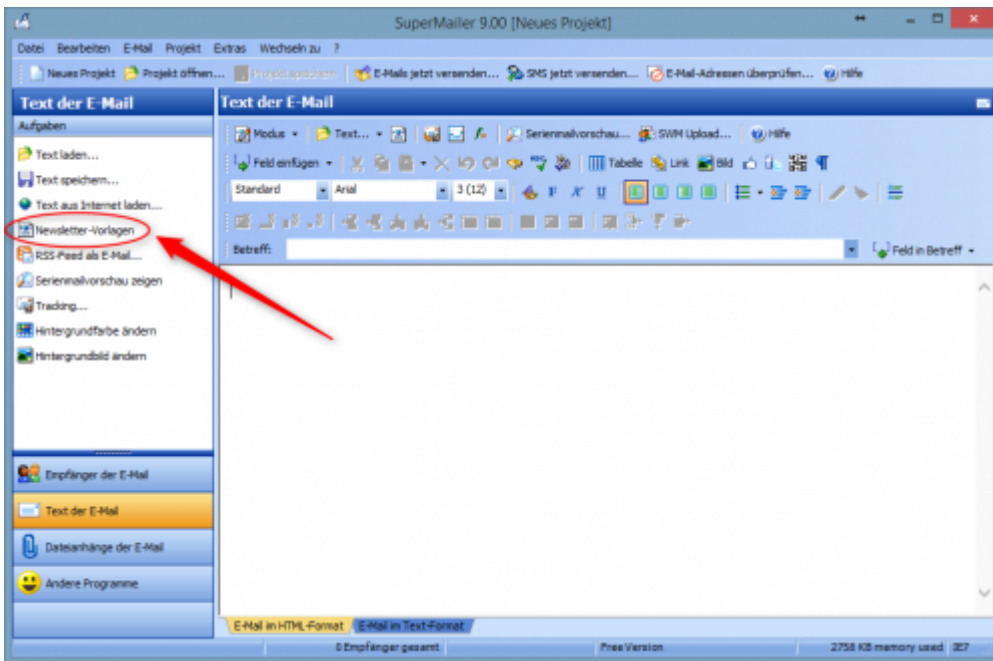
Close the window and check that you now have the correct addresses in the recipient list.

Text of the e-mail

In the left-hand window, click on Text of the e-mail. If you have stored an HTML text in the installation, it will appear. We will be happy to help you create an [individual supermail template](#).



If no HTML text is stored, you will find an empty window here. Click here on the option Newsletter templates. This wizard helps you to easily create and personalise a template/newsletter with just a few clicks.



- Customise the text using the handy functions in the SuperMailer Editor.
- Copy an already written text into the window or write the desired text. As in a form letter, you can insert text in the SuperMailer via **Insert field** to insert individual fields which are filled individually. This gives the newsletter a personal touch and the recipient feels directly addressed.

The most common fields for the personal salutation and for the subject line are listed in the following table. There is an example next to each one.

This inserted field	...looks like this in the serial mail to Axel Heck...
[SALUTATION1],	Dear Mr Heck,

This inserted field	...looks like this in the serial mail to Axel Heck...
Latest news for [ADDR2]	Latest news for Axel Heck

For the date in the letter or the indication of how many people have received this newsletter (e.g. for mails to junior, ladies or senior groups), the following commands are used:

This general command	...can also be very practical...
Hertenstein, the [date_short]	Hertenstein, the 24.12.10
Have this e-mail [Mail_recipient_number] Persons have received this e-mail.	This e-mail has 999 persons have received this e-mail.

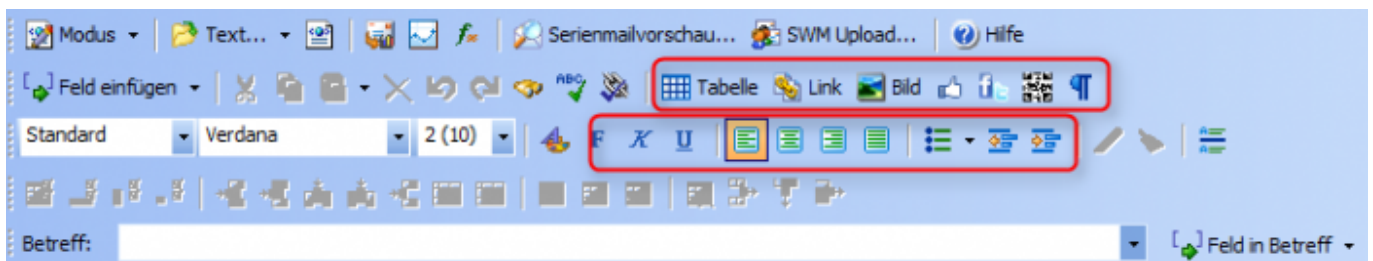
To avoid error messages, it would be good to have a text without MS Word formatting, or if the text is written directly in SuperMailer.

Have you written the SuperMail in another programme? Using the function **Load text from the Internet** (left in the selection) you can load the text of the mail directly into the Supermailer via the link.

Pictures in the text

To place pictures correctly in the mail, insert tables. Within these tables, you can align the pictures and (next to them) the text right-justified, centred or left-justified. The pictures can be on your hard disk or on the Internet. Bear in mind that sending large files will be much slower. Insert the images in small resolution or directly with a link in the text.

You will find the editing functions you need for this here in the editor:



Serial mail preview

As soon as your mail is created, click the button **Mail merge preview** button on the left of the selection. This function shows you how your newsletter will look to the recipient. You can browse through each newsletter recipient individually. In the serial mail preview, any placeholders are already replaced by the recipient's details so that you can check the personalisation.

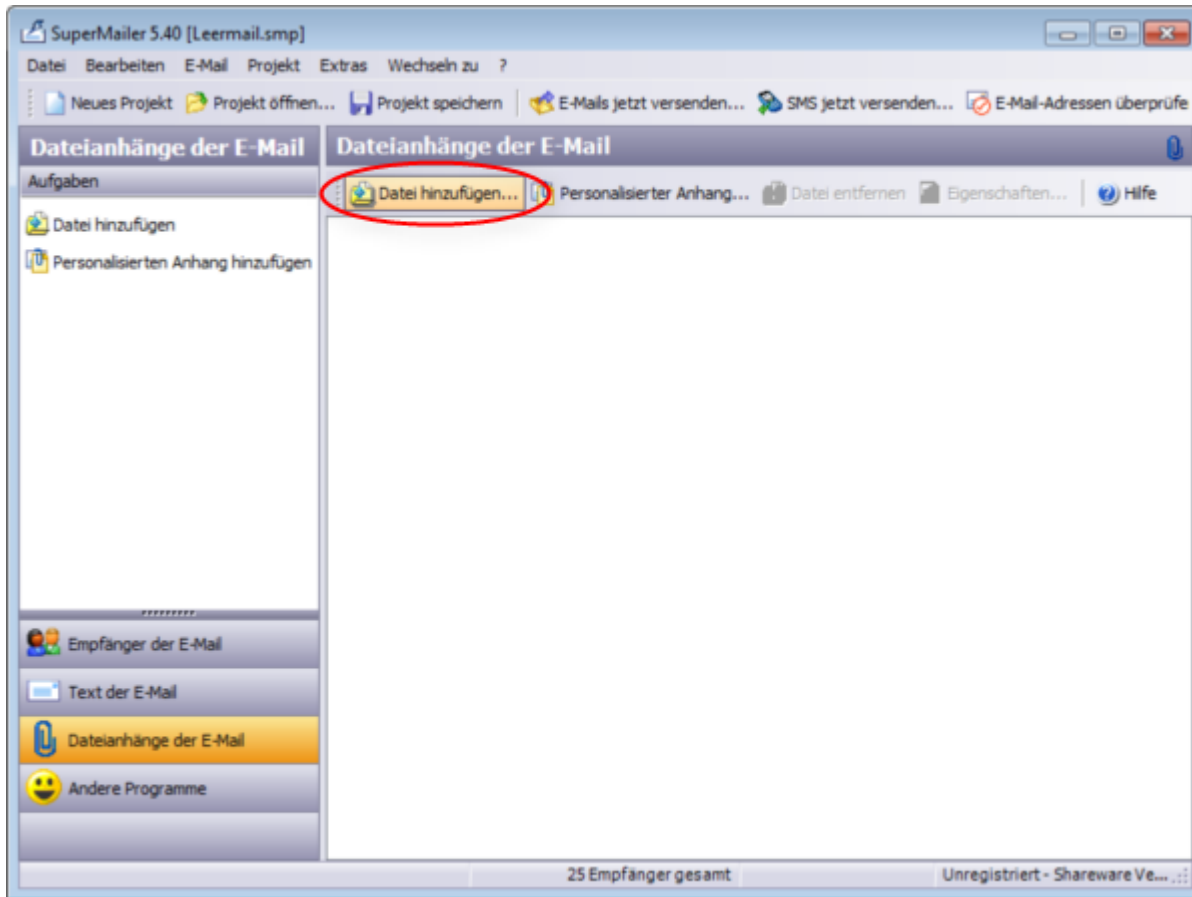
Save serial mail (as)

Save each newsletter anew. This prevents the master template from being overwritten. To do this, go to **File/Save project as**. Now give it a new name, e.g. composed of date and file name, so that it can be clearly identified later: 20150512-Spring greetings. If you save the file in the (server) PC CADDIE

main folder, it will be available in the SuperMailer templates for the next dispatch.

File attachments of the e-mail

With Supermailer file attachments of any size can be sent to any e-mail recipient. To do this, switch to the tab **Attachments of the E-Mail**:



Please note that due to large file attachments and a possibly slow internet connection, sending can take a very long time (several hours). Your internet connection may be blocked and your customers' email inboxes may run out of space.

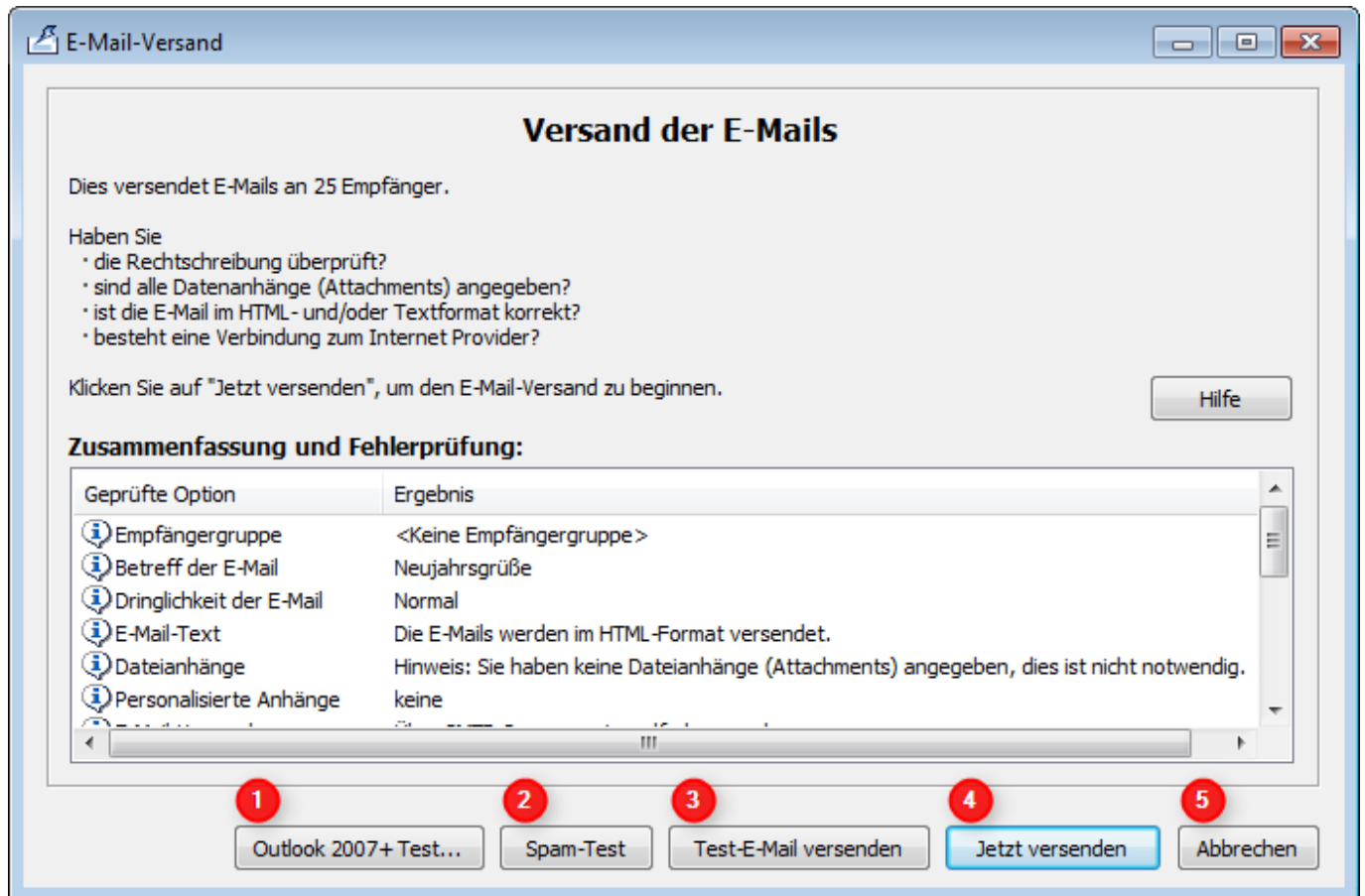
We recommend setting hyperlinks in the text of the e-mail. These can be linked to an article on your website or also to your PC CADDIE://online tournament calendar. This has the additional advantage of drawing your customers' attention to other topics at the same time. To do this, mark a word in the text of the e-mail and then right-click on it. Then you can insert a hyperlink.

Send newsletter

Control and test mail

Please ask yourself the following questions before sending:

1. Have I selected the right recipient group?



In the upper area you can see any file attachments or other items that you want to send. If there is an object that is not suitable for sending, this would appear marked in the error log and the button **Send now** button would not be active at all.

1. Test here whether your e-mail is suitable for Outlook 2007.
2. The spam test should be carried out at times.
3. A test e-mail can be sent to all control readers.

Send newsmail

Do you like the mail?

4. click on `**//Send now/**` and your e-mails will be sent.
5. click `**//Cancel/**` you can cancel the sending of the e-mail at the current point.

Error 250 appears. This code is not an error! The code 250 indicates that your e-mail was sent successfully.

As soon as the sending process is completed, you will see the log. This shows whether the e-mail was successfully sent to the recipients, whether the e-mail address no longer exists for some recipients or whether the mailbox is full. address no longer exists or the mailbox is full.

Returned e-mails (returns)

The SuperMailer does nothing with returned mails (mail delivery, delivery status notification, mailbox unavailable, etc.). In your case it is easiest to send the returned mails to a special address, e.g. *newsletter@* and then check them 1-2 days after they have been sent and then adjust the data directly in PC CADDIE. This way the changed data will be taken over for the next dispatch.

The following cases can occur, for example:

- The e-mail account is full. You can possibly ask the customer about this.
- The address is wrong. It should be corrected.
- The e-mail address no longer exists. This can be removed in the system.
- The e-mail address no longer exists, but the return shows an address that PC CADDIE does not know because it was redirected to another address. This is often difficult to trace.
- The domain is not known to the recipient system and is therefore not accepted. Here the technician would have to make the sender domain trustworthy.

Imprint

Legal regulations require that every newsletter must include a complete imprint. See here the one from PC CADDIE:

1	Schmedding Software Systeme GmbH Bachtelweg 3 6048 Horw/Luzern Schweiz	Deutschland Fon +49 241 4028110 Fax +49 241 4028699
2	Mail support@pccaddie.com Web www.pccaddie.com	Schweiz Fon +41 41 5110600 Fax +41 41 5110699
3	Geschäftsführer: Benedikt Schmedding Handelsregister: LU: CH-100.4.023.263-2	Österreich Fon +43 13 55667788 Fax +43 13 55667799

4 Diese Nachricht erhalten Sie, weil Sie unser Kunde, einem Kunden zugehörig oder ein Interessent sind. Sie können das Newsletter-Abonnement jederzeit beenden, indem Sie eine E-Mail an support@pccaddie.com mit dem Betreff "Abmeldung Newsletter" senden.

5

You should consider the following points here:

1. Complete address
2. E-mail contact as well as internet address - in your own interest
3. Managing director and commercial register
4. Reason why the customer is receiving the message
5. Possibility to unsubscribe from the newsletter

Tracking

Tracking is the recording of what has happened. Every user leaves traces before opening a newsletter or a website, i.e. information from which page he or she was directed to this page.

You can activate tracking independently in your SuperMailer project: Menu **Project/Tracking**

Tracking ×

Mit der Tracking-Funktion können Sie feststellen wie oft Ihr Newsletter geöffnet und wie oft ein Hyperlink im Newsletter angeklickt wurde.

Voraussetzung für die Nutzung der Tracking-Funktion:

- * Versand von HTML-Newslettern
- * eigener Webespace bzw. eigener Server mit PHP 4/5 und MySQL/Microsoft SQL-Server 2005+ Unterstützung

Was möchten Sie tun?

Dieses Projekt einrichten/modifizieren, so dass die Tracking-Funktion möglich ist.

Tracking-Statistik aus dem Internet abrufen.

Hilfe < Zurück Weiter > Abbrechen

To transmit and receive the tracking data, you must have your own web server/web space and enter the corresponding access data. Alternatively, we will be happy to set this up for you: [PC CADDIE://online customer service](#)

If you have a Google Analytics account, the SuperMailers can also be analysed via this. Please make the necessary settings under: Menu **Project/Set up Google Analytics...**

You can find the tracking statistics under: Menu **Retrieve and display project/tracking statistics...**



- A **personalised tracking** (i.e. in such a way that you can also see which customer has done what) is in Germany **not** allowed in Germany.
- A pure **tracking according to success** (how many people in the mailing have opened, how many people have clicked on what) **is allowed**.


Newsletter unsubscription

The newsletter provider is legally obliged to allow newsletter unsubscription at any time and without additional hurdles. The customer must be informed of his or her right to unsubscribe in every newsletter; this is usually done as a text in the imprint. The recipient can simply send the clear intention to unsubscribe as a newsletter reply. A more convenient way, however, is to include an unsubscribe link in the newsletter email.

Both, a note or an e-mail address for manual newsletter unsubscription or an automatic unsubscribe link, can be integrated in a SuperMailer template. Read more:

Manual newsletter unsubscribe

For people who have unsubscribed from the newsletter or do not wish to receive a NEWSLETTER in the first place, enter „NONEWS“ (without inverted commas) in the additional info. To do this, please go to **Persons, new entry, change, delete...** to the corresponding person. Select the tab „Infos“ and enter „NONEWS“ in the additional info: **NONEWS**

 **Sonnenschein, Susanne**

Name	
Suchkürzel	sosu Nr. 041.7003.203600 <input type="button" value="Nr. wählen"/>
Titel	<input type="text"/> <input type="button" value="Briefanrede"/>
Vorname	Susanne
Nachname	Sonnenschein
<input type="button" value="Event"/>	<input type="button" value="Kasse"/> <input type="button" value="Timetable"/>

Merkmale	Adresse	2.Adresse	Zahlung	Infos	Memo
Zusatz-Info	NONEWS				<input type="button" value="Menu"/>

Confirm with **Save**.

Automatic newsletter unsubscribe

Provided you have subscribed to our [PC CADDIE://online](#) modules for tournament management or tee time reservation, we can provide you with automatic newsletter unsubscription as an online service at no extra cost. For this purpose, we store an unsubscribe link in your newsletter template (in SuperMailer), which leads your golf customer to the automatic newsletter unsubscription.

For example like this:

Diese Nachricht erhalten Sie, weil Sie diesen kostenlosen Newsletter bei der [REDACTED] ausgewählt haben, unser Mitglied sind, oder an einem unserer Turniere teilgenommen haben.

Sie können das Newsletter-Abonnement jederzeit beenden, indem Sie auf **hier** klicken, um sich abzumelden.

Hier ist der Link zu nachfolgendem Fenster hinterlegt.



Abmeldung von E-Mail-Newsletter

Bitte bestätigen Sie Ihre Abmeldung für die E-Mailadresse

[REDACTED]@web.de

indem Sie die angezeigte vierstellige Zahl wiederholen und im Anschluss auf den untenstehenden Button klicken.

5628

E-Mailadresse aus dem Newsletterverteiler entfernen

© PC CADDIE Online CRM Tool

Your golf customer simply confirms his unsubscription and the additional info **NONEWS** as above, is automatically written into the PC CADDIE personal data record - without any manual work for the secretary's office.

Special

Individual SuperMailer template

We would be pleased to create a template according to your wishes and in line with the appearance of your golf course.

The following information is required for the creation of the template:

- Font used, font size...
- Desired photos, logo, advertising partners...

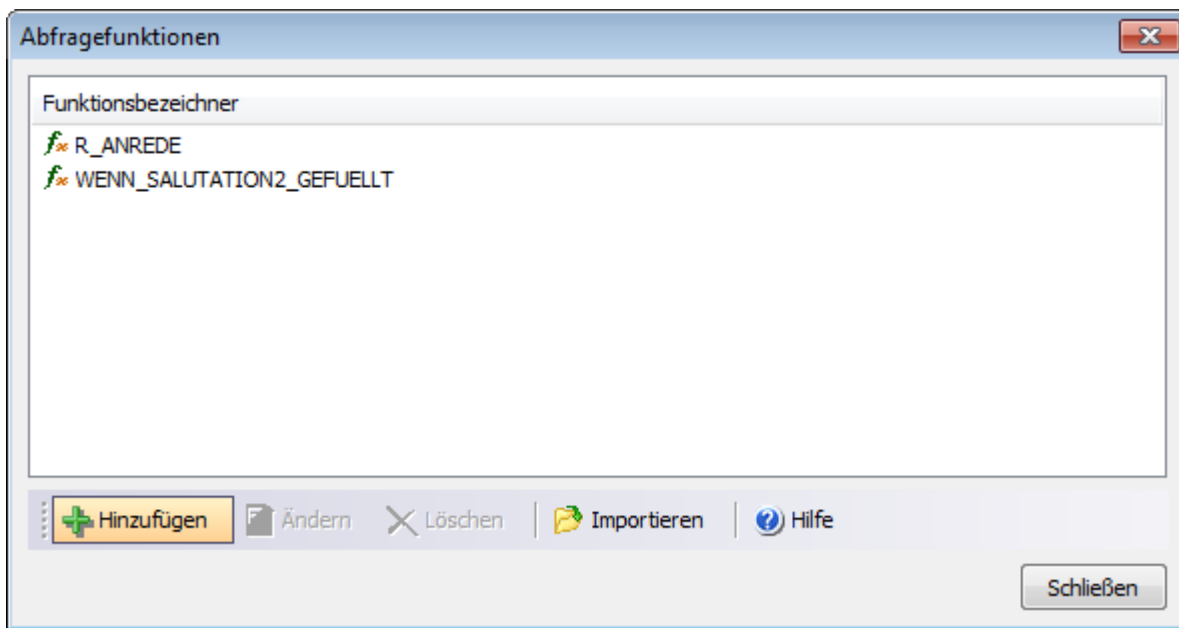
- Specific colours, etc. (corporate identity)

Please send us an enquiry regarding costs, duration and possibilities to support_pccaddie.com .

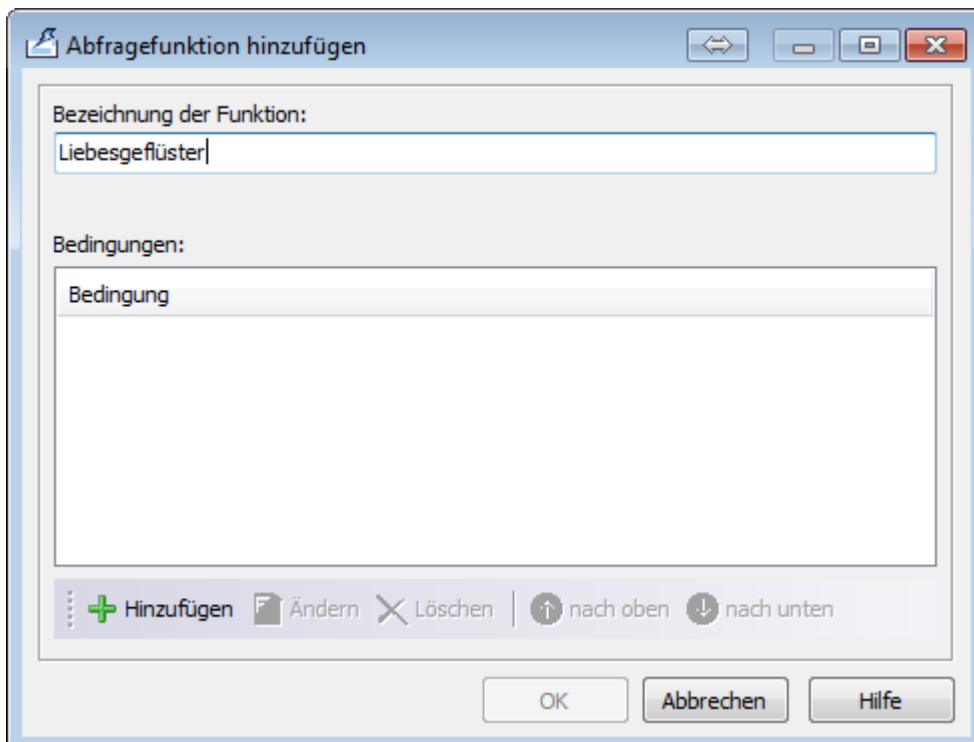
Personal salutation: Dear

TIP Surely there is also a dispatch in which you would like to address the customers in the e-mail with Liebe/Lieber. This requires an „if-then“ priority. This is how you can set it:

You will find the function in the SuperMailer under **Project/Query functions**. The following window opens:



Now click on **Add**, name the function:



Click again on **Hinzufügen:**

Abfragefunktion einfügen

WENN

1 Feld: ADDR1

2 Vergleichsoperator: =

3 Vergleichszeichenkette: Herrn

Verknüpfung: --

Feld: ID

Vergleichsoperator:

Vergleichszeichenkette:

Verknüpfung: --

Feld: ID

Vergleichsoperator:

Vergleichszeichenkette:

GIB AUS

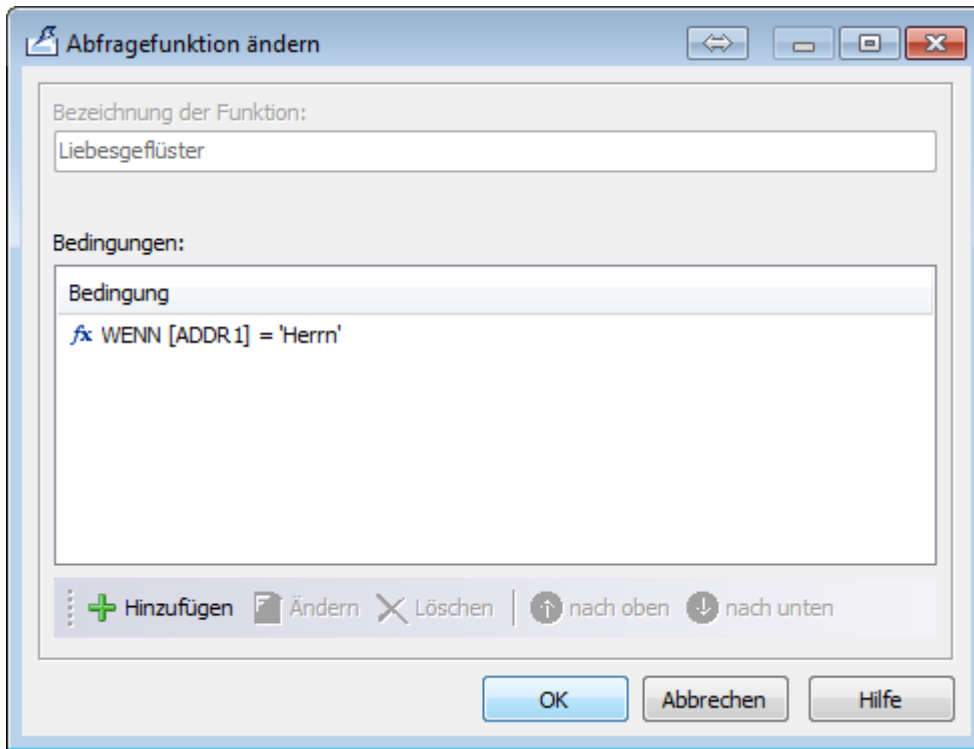
4 r

Formatierung

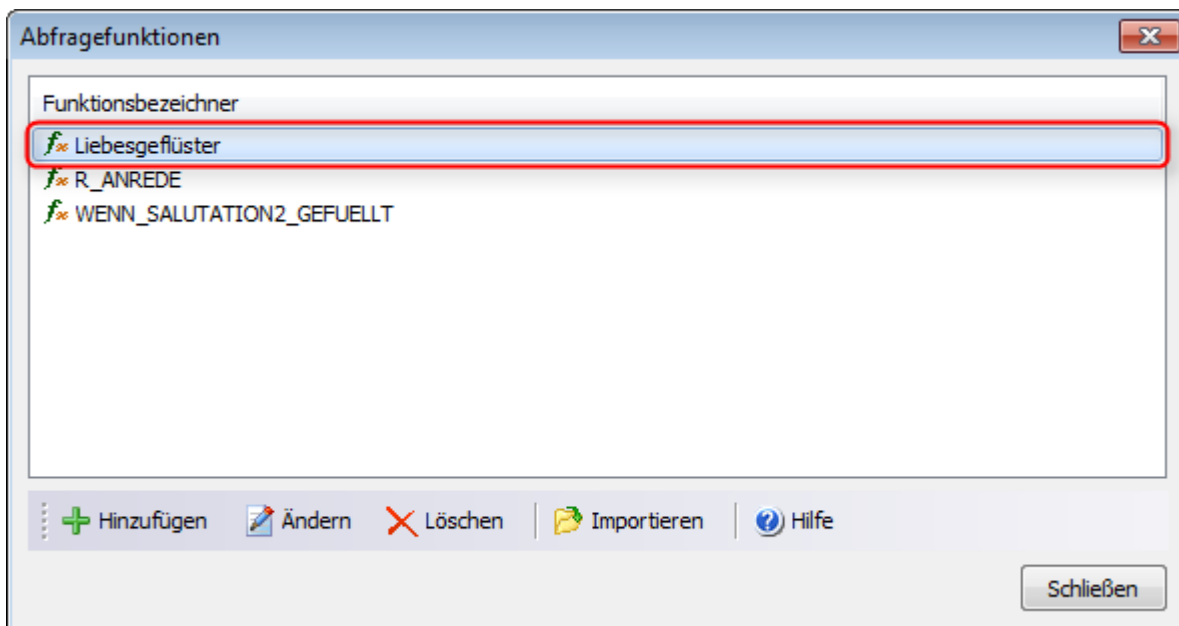
Feld einfügen

5 OK Abbrechen Hilfe

1. IF **Field** „Select „ADDR1
2. **Comparison operator** “=“
3. **Comparison string** „Mr“
4. then GIVE OUT „r“
5. with **OK** confirm

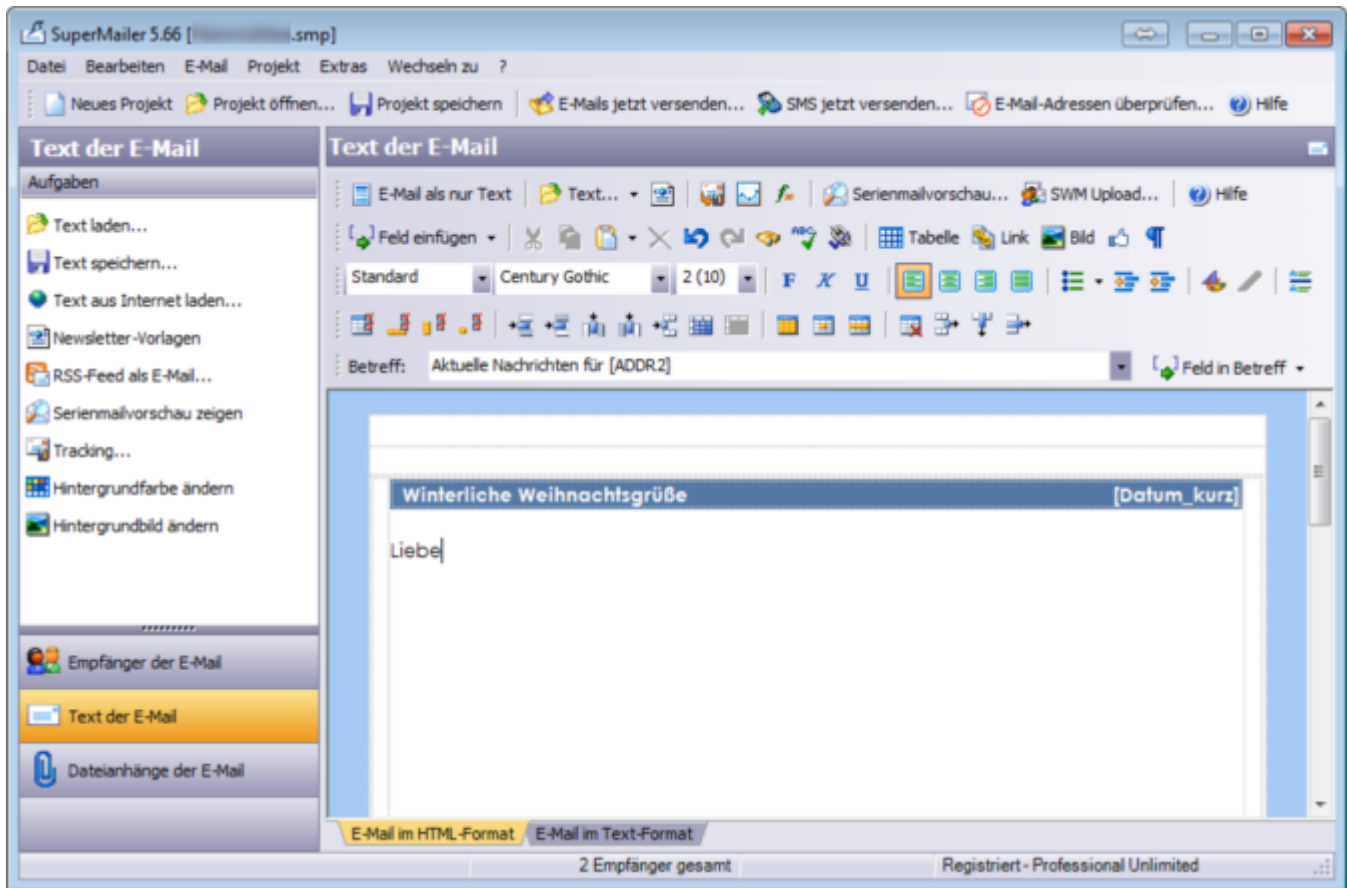


Now confirm again with **OK...**

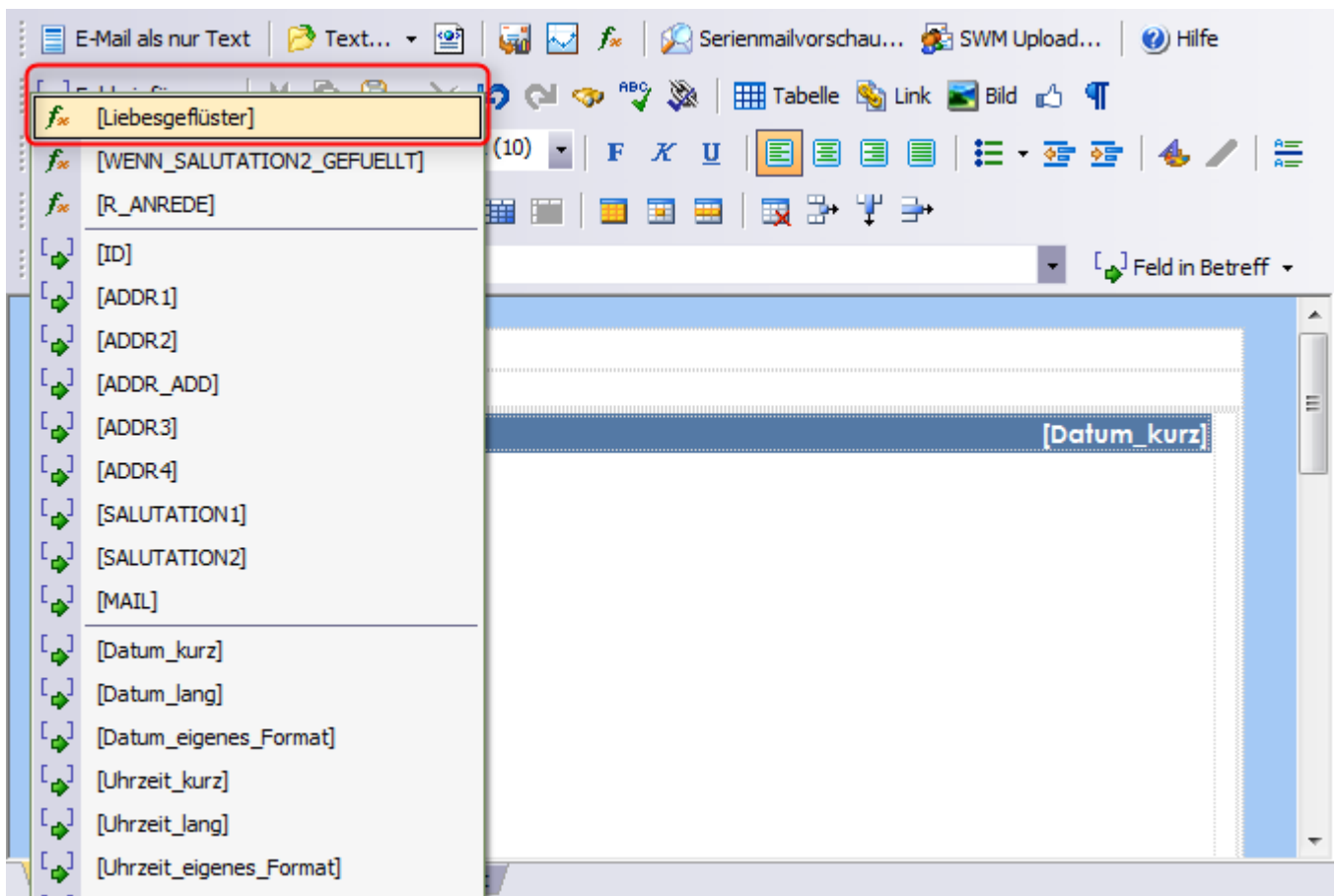


... and **Close** the window.

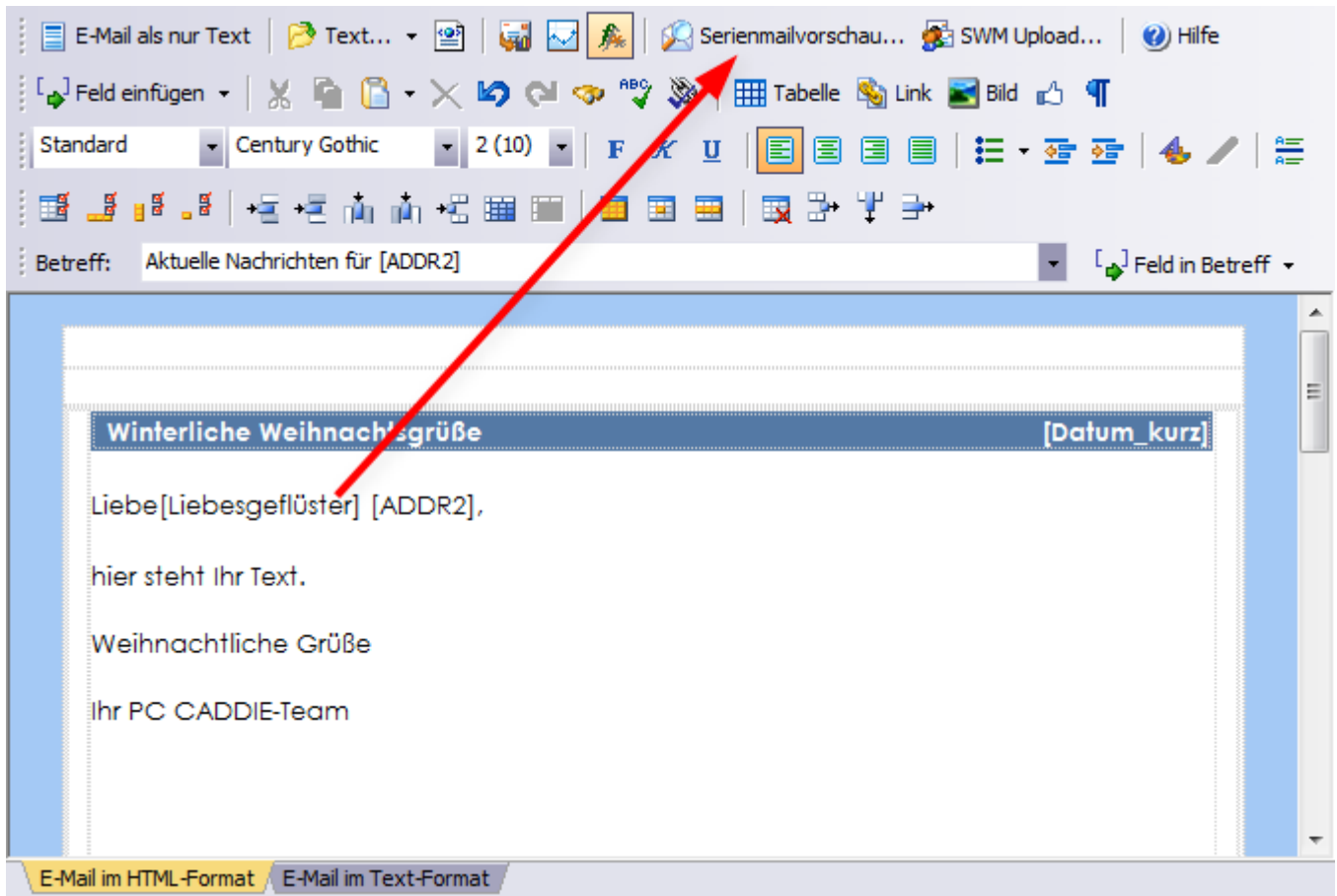
Now you are back in the project and write „Love“.



Now click on **Insert field** and search for our „Love Whisper“.

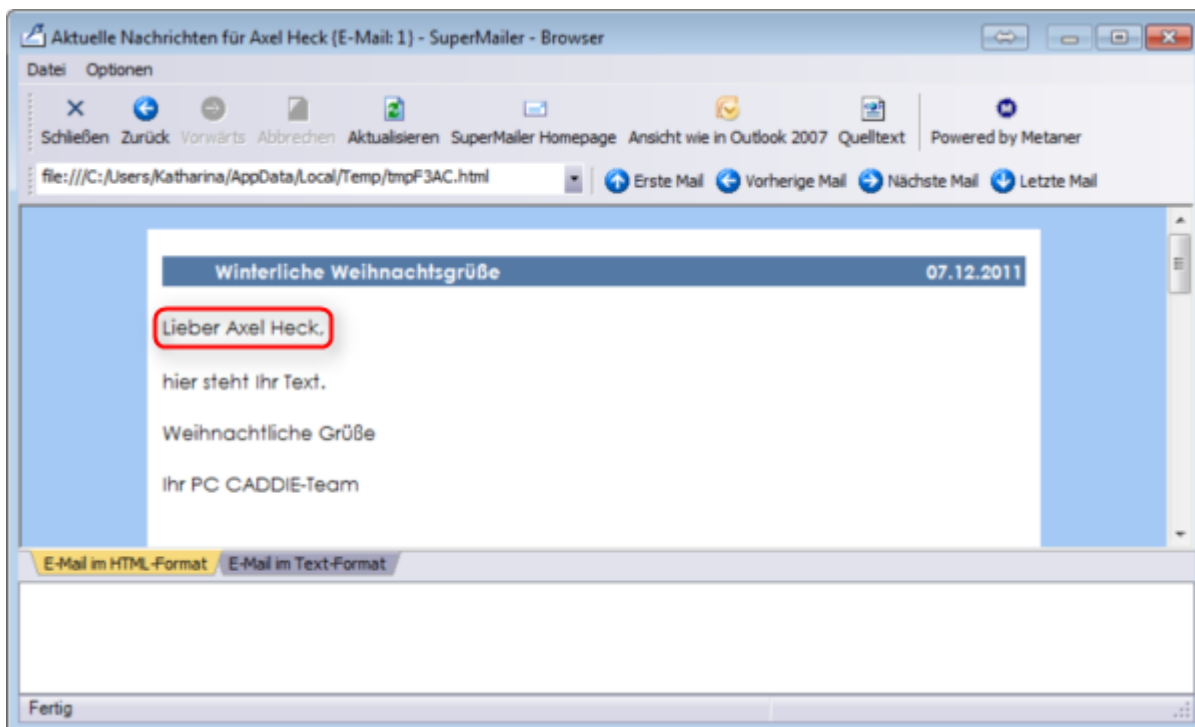


If you then put [ADDR2] after it, the text could look like this:

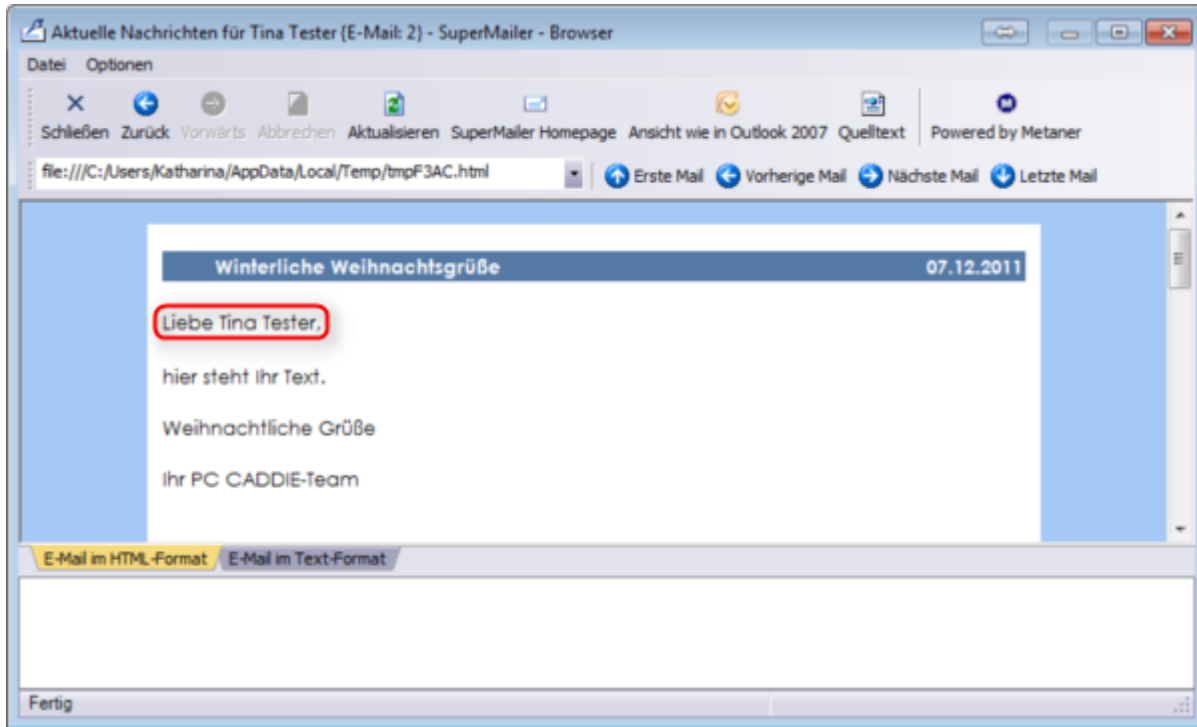


Now you can use the **serial mail preview** to view the result:

„Dear Axel“...



...and „Dear Tina“...




...can now look forward to a personal and heartfelt email from you.




E-mail private and business





If someone only wants to receive the newsletter of your golf course privately, you do not have to delete the business e-mail address at all.

In this case it is sufficient to click on the tab **2nd address** tab in the person and put an exclamation mark (!) in front of the e-mail, then the address will no longer be exported in the next issue in PC CADDIE.

Name

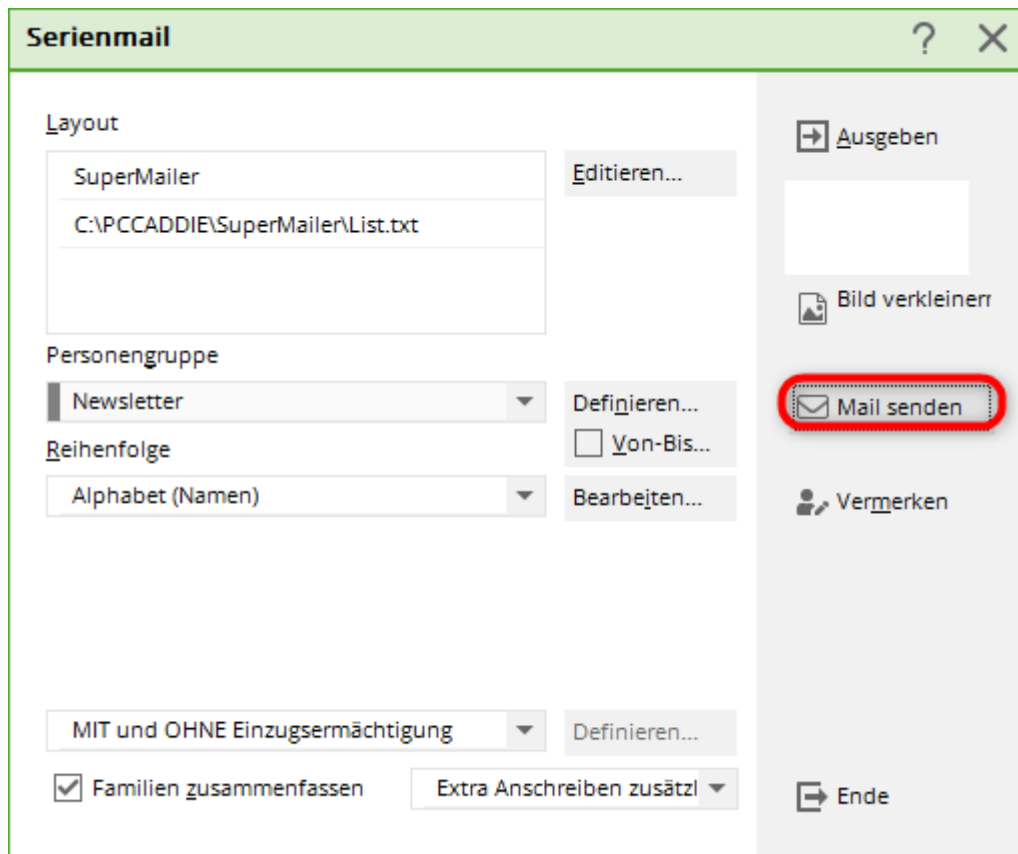
Suchkürzel	smbe	Nr.	041.7003.000462	Nr. wählen
Titel		Briefanrede		
Vorname	Benedikt			
Nachname	Schmedding			

 Event  Kasse  Timetable

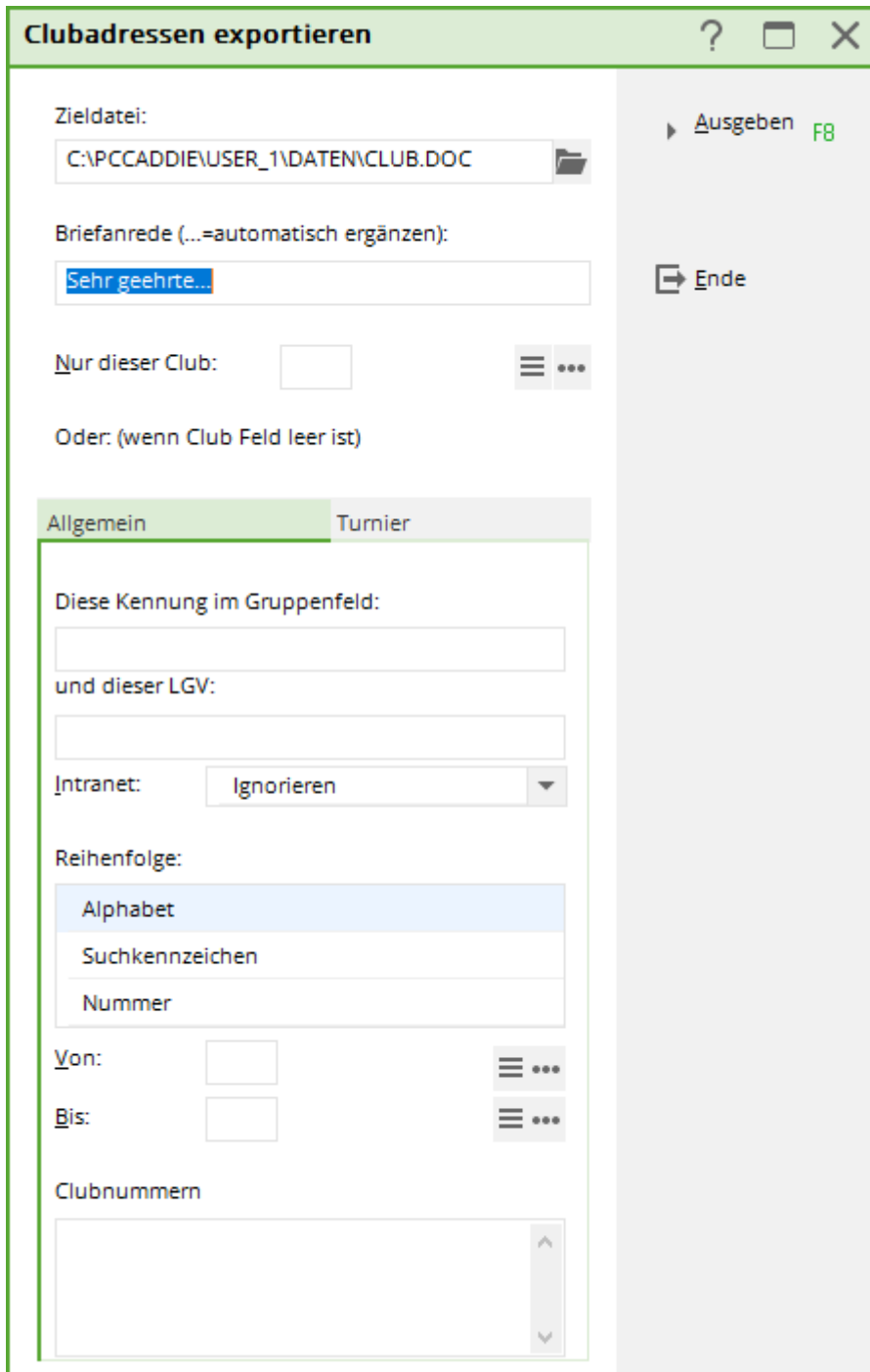
Merkmale	Adresse	Z_Adresse	Zahlung	Infos	Memo
Firma / Hotel	<input type="text"/>				
Beruf / Abteilung	<input type="text"/>			<input type="checkbox"/> Mitdrucken	
Straße	<input type="text"/>				
Postfach	<input type="text"/>				
PLZ	<input type="text"/>	Ort	<input type="text"/>		
	<input type="checkbox"/> Briefadresse		<input type="checkbox"/> Rechnungsadresse		
Telefon	<input type="text" value="+41-41/5110691"/>				
Mobil	<input type="text" value="+49-173/5271220"/>				
Telefax	<input type="text"/>				
E-Mail	<input type="text" value="ps@pccaddie.com"/>				
WWW	<input type="text"/>				

Send e-mail to clubs

Via SuperMailer, you can also send e-mails to clubs that are stored in the club list. To do this, first open the SuperMailer window via **People/SuperMailer**.



Then select in PC CADDIE **Settings/Clubs and Places/Export Club Addresses.**

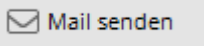


Enter the path for the target file that you find in the layout of the SuperMailer window, e.g. P:\PCCADDIE\SuperMailer>List.txt. Or select the path via the button.

Limit the clubs you want to write to via the identifier, the LGV or the other options. Go to Output.



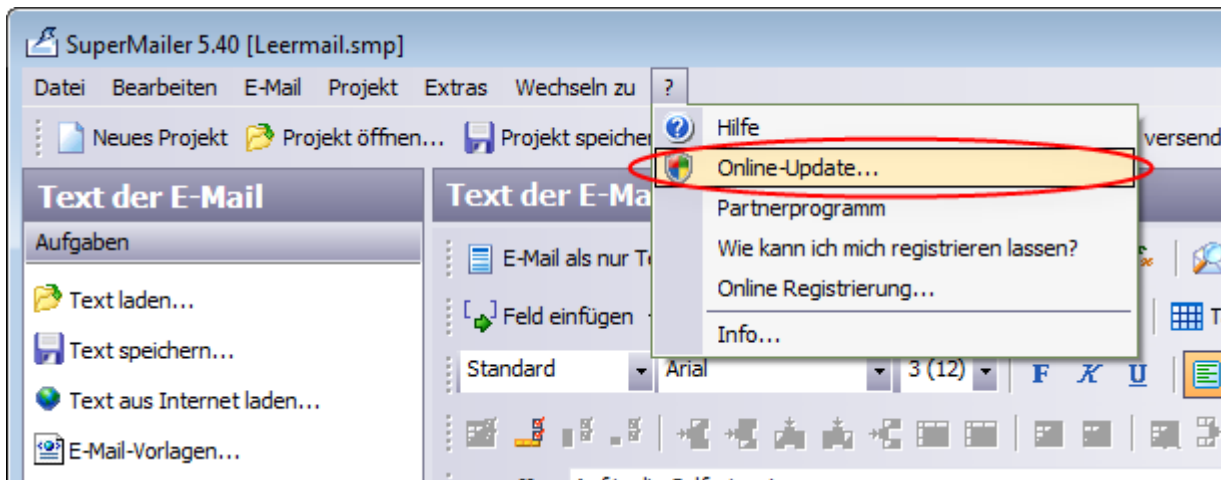
Confirm with **Yes**. Select **End** in the club addresses window.

In the SuperMailer window, click on . The previously selected clubs appear in the **Recipient of the e-mail**.

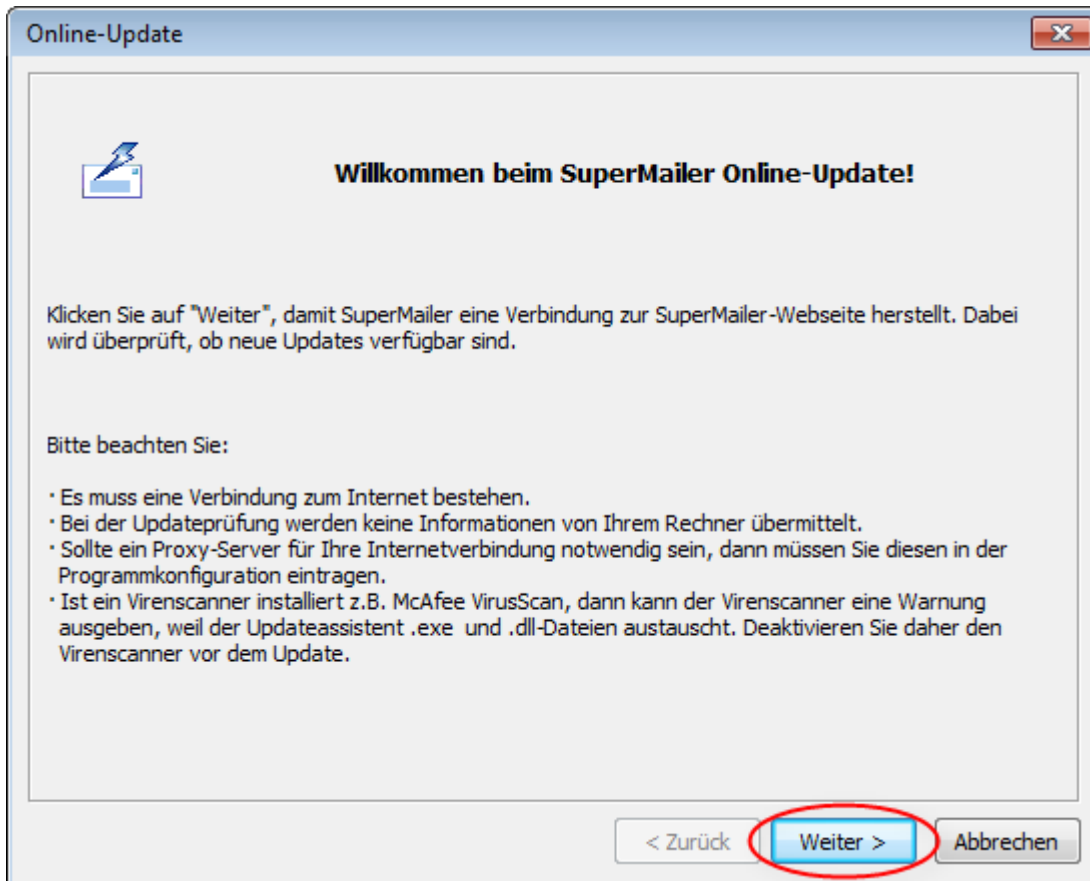
Write your text and send the e-mail as described in the section above.

Online Update

As with any software, it is necessary to update SuperMailer from time to time. If you are prompted to do so when opening the SuperMailer, please update the version as described below. Otherwise, in the opened SuperMailer, click on the question mark in the menu bar and then on **Online Update**.

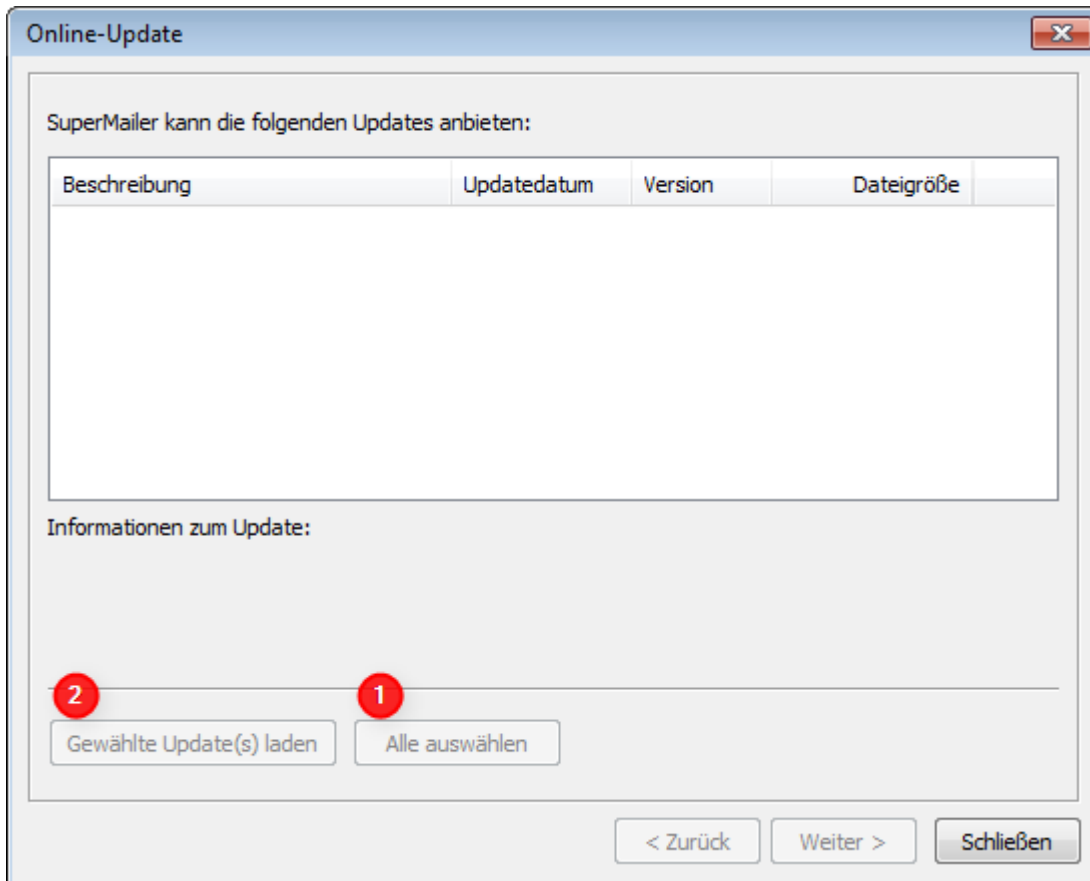


The following window opens, please click on **Weiter**:



SuperMailer then connects to the server to check for updates.

In the following example, SuperMailer does not find any updates. Otherwise you would be able to see the updates in this window and first click on **Select All** (1) and then click on **Load selected update(s)** (2).



To complete the update, SuperMailer gives a message that the programme must be restarted. Please then only follow these instructions.

You will be up-to-date again.

Supermailer Manual

More information and explanations about Supermailer can be found in the user manual under the following link: <http://www.supermailer.de/sm.pdf>

Supermailer Error Codes

If not all your mails have been sent and you only receive an error code as a message, you can check this list to find out the reason for the error: http://www.supermailer.de/smtp_reply_codes.htm