

Automatic Members Advice Email

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Quick Steps: Subscriptions > Options > Email > Automatic Members Advice

The Automatic Members Advice Email will send the main contact email address of your organisation an email each time a member creates a transaction on the Members Portal.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Options** from the left menu.
2. Click **Edit** at the top of the screen.
3. Select the **Email** tab, and scroll to the bottom.
4. Set Automatic Members Advice Email to Yes and you will begin receiving these emails to the email address listed in [Administration > Details](#).

Subscriptions Options

 Save  Cancel

Tax & Charge Options Financial Status **Email** Dates

Automatic Email Reminders: Yes No
Do you wish the system to send automatic email reminder messages to members for overdue transactions ?

Automatic Email Reminder Days:
The number of days overdue before an email reminder messages is sent to a member regarding transaction payment.

Automatic Subscription Email: Yes No
Do you wish the system to send an automatic email notice on the posting of a transaction ?

Automatic Payment Email: Yes No
Do you wish the system to send an automatic email notice on the payment of a transaction ?

Automatic Cancellation Email: Yes No
Do you wish the system to send an automatic email notice on the cancellation of a transaction ?

Automatic Members Advice Email: Yes No
Do you wish the system to send an automatic email notice on the generation of a new transaction by a member ?

 Save  Cancel

Note: You can turn these emails off at any time by going back into Options and clicking No.

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