

Communications - HITS Email Set Up (SMTP) AV Ref # 673

About:

Emails & Texts can be sent directly inside of the HITS email client. HITS Email is used for sending OUTBOUND messages only. This document will show how to <u>set up</u> HITS email

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Dear JEF	F BAKER,				^	
MA-1309 Please fin	d attached, a copy of the quote for repairs	to your 2001 HONDA ACCORD (AMA-130	91. If you have any questio	ns please contact us.		
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To set up HITS email, you will need to use your email provider's SMTP credentials. HITS Technical Support cannot determine the SMTP credentials of your email provider, only assist with setting up HITS Email after you have retrieved SMTP credentials from your email provider.

Email sending can be set up in HITS at three levels:

- 1. Corporate-level email (Set in Admin > Store > View / Edit Default Settings)
- 2. Store-level email (Set in Admin > Store > View / Edit Default Settings)
- 3. User-level email (Set in Admin > Store > Password Switches)

How Setup HITS Email

1. Locate your email provider's SMTP email credentials.

(SMTP credentals for a few major email providers can be seen below shown in the HITS Email setup format.)

SMTP Server
SMTP Port
SMTP Send Mode
SMTP Use Authorization
SMTP User Name
SMTP Email Login
SMTP Email Password

Sivil F Server un.
SMTP server port#.
Type of security used in sending.
If true, SMTP Server requires login and password
Readable name, e.g., John Smith.
Username for SMTP server, e.g. xyz@gmail.com.
Password for SMTP server.

★	User Defined	×	smtp.gmail.	com	
*	User Defined	\sim	465		
	SSL	~			
*	Yes	\sim			
	User Defined	\sim	Your Sho	op Name	
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SMTP Server	SMTP server url.
SMTP Port	SMTP server port#.
SMTP Send Mode	Type of security used in sending.
SMTP Use Authorization	If true, SMTP Server requires login and password.
SMTP User Name	Readable name, e.g., John Smith.
SMTP Email Login	Username for SMTP server, e.g. xyz@gmail.com.
SMTP Email Password	Password for SMTP server.

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k	User Defined	~	smtp.live.com
ł	User Defined	~	587
*	STARTTLS	~	
ł	Yes	\sim	
	User Defined	~	Your Shop Name
	User Defined	~	myshopemail@hotmail.com
	User Defined	~	*******

YAHOO!

SMTP Server SMTP Port SMTP Send Mode SMTP User Name SMTP Email Login

SMTP server url. SMTP server port#. Type of security used in sending. SMTP Use Authorization If true, SMTP Server requires login and password. Readable name, e.g., John Smith. Username for SMTP server, e.g. xyz@gmail.com. SMTP Email Password Password for SMTP server.



*** Some Email Apps like YAHOO, might require that you turn on a setting within your Email APP (like YAHOO) that Authorizes you to "Allow APPs" to sign in / send emails. You will need this turned ON to send emails in HITS. ***

YAHOO!

Allow apps that use less secure sign in

Some non-Yahoo apps and devices use less secure sign-in technology, which could leave your account vulnerable. You can turn off access (which we recommend) or choose to use them despite the risks.

Learn more

To enter the your shop's SMTP email credentials....

Corporate-level or Store-level email

2. Views > Administations & Utlities > Store > View / Edit Default Settings

File Views Inventory Workstation	Store	Corporate Utilities Links Set Store	e Help
LOGIN: AATECH VIEW: ADMINISTRATION & UTILI	S	Store Date	E NAME: I
	V	/iew/Edit Default Settings	
	F	Password Switches	
	S	System Store (F)	
	F	Preview Email Templates	

- **3.** At the bottom of the screen, set the **Settings Shown** field to either *Corporate* or the *Store* you want to set up email up.
- 4. Select the Email / Communications section
- 5. SMTP Only Set to YES to activate the HITS Email (SMTP) feature
- 6. Enter the your SMTP credentials (see previous page for guidance).

File	Views	Inventory	Workstation	Store	Corporate	Utilities	Links	Set Store	Help
				01010	oorporato	0411400	Linito	001 01010	

LOGIN: AATECH VIEW: ADMINISTRATION & UTILITIES	S	TORE NAME: MAVERICK TIRE & AUTO - VALLEY	DEFAULT STORE: #5
View/Edit User Settings			
ATD	Email/Communications		
Accounting Link	Name	Description	Value
Appointment List View	SMTP Only	If true, all email uses SMTP protocol rather than legacy methods	Default - No V
BPOS Global Defaults	SMTP Email BCC	If set this email address will be BCC'd on all SMTP emails	System Default
Build Restocking PO	Security Email	If set, this email address will be used on security alerts	System Default
Build Stocking Transfer	Occurity Enhan	in set, this chian address will be used on security alerts	
Carroll Tires	SMTP Server	SMTP server un	System Default V
Common Ticket View/Edit	SMTP Port	SMTP sorver port#	System Default V 0
Customer Lookup/Edit	CMTD Cand Made	Ture of exercise used in conding	Default NONE
4 Email/Communications	SWIP Send Mode	Type of security used in sending.	Default No.
General Report System	SMTP Use Authorization	If true, SMTP Server requires login and password.	
Inventory - Drive Out Pricing	SMTP User Name	Readable name, e.g., John Smith.	System Default V
Inventory Lookup - Receiving Desk	SMTP Email Login	Username for SMTP server, e.g. xyz@gmail.com.	System Default V
Inventory Lookup - Sales Counter	SMTP Email Password	Password for SMTP server.	System Default V
Inventory Maintenance			
Invoice Lookup - All For Customer or Vehicle	Notification Modes	Method used to send event notifications.	Default - No Notifications
Invoice Lookup - General	Appt Confirmation	Notify upon appt confirmation.	Default - Yes 🗸
Invoice View/Edit	Appt Reminders	Notify appt reminders.	Default - Yes V
Max Finkelstein (MFI) Tires	Vehicle In Shop	Notify when vehicle in shop.	Default - No 🗸
Quick Custmer/Vehicle History Reports	Vehicle Waiting Parts	Notify when vehicle waiting parts	Default - No V
Quick Item History Report	Vehicle Waiting Call	Notify when vehicle waiting call	Default - No ×
Quick Vendor History Reports	Vehicle Walting Call	Notify when vehicle waiting cail.	Default Voc
ROA Creation, View, & Edit	venicle Ready	Notify when vehicle ready.	Default - Tes
ROA Ticket Lookup			
Receiving View/Edit			
Returned Goods			
ServiceCAT/Epicor			
Store Date Creation Rules			
Tirolink Alart System			
Undate Pin#			
Vohicle Lookup/Edit			
venicie Lookup/Edit			
3. Setting	s Shown Store #1 MAVERI	CK TIRE - BENNERVILLE V Toggle Screen Display	H Save Clear All Help

** To enter email addresses for individual Users (OPTIONAL)...

Views > Administations & Utlities > Store > Password Switches



Click on the SMTP Settings tab and find the exact User you are setting up email for. Enter credentials as shown on Page 2.

Login: Aat View: Adm	ECH INISTRA	TION 8	R UTILITI	ES				STOP	re name
Edit Passwo	ord Swite	ches							
PN11 - F	PN20		Miscellan	eous Sw	itches	*	SMTP 8	Settings	
P61 - P70) P7	1 - P8	0 P8	81 - P90	P9	1 - P99	PN	1 - PN10	
P1 - P10	P11 - F	P20	P21 - P3	0 P31	- P40	P41 - F	P50 F	P51 - P60	D
	Nar	ne		P1 P2	2 P3 P4	P5 P6 F	7 P8 P	9 P10	~
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File Views Inventory Workstation Store Corporate Utilities Links Set Store Help

7. To add email signatures for your email addresses (OPTIONAL) ...

Views > Administration & Ulities > Store > Edit Email Signatures



- 8. Select the Email address signature you are uploading signature for
- **9.** Either enter text <u>or the <html> code of your signature.</u>

🐻 Edit I	mail Signatures		\times
Email	tech@aasys.com	■ 8.	
	HITS Technial Support 800-422-2032 www.hitstiresoftware.com		^
Signature			
			~
		Save Delete Cancel Suggest Help	

Signatures can be a simple or as complex as you would like them to be. If your business already has an email signature, you can simply copy and paste the <html> code in this entry box.

Text Signature

Your Logo Tire & Auto 800-888-9999 info@yourlogotire.com yourlogictire.net

<u><Html> Signature</u>

Your Logo Tire & Auto "Serving the Logo Valley Region Since 1954"

p: 800-888-9999 f: 866-999-5555
w: yourlogotire.net e: info@yourlogotire.com



10. The last (*OPTIONAL*) email feature you may edit are **Email / Text Templates**.

Your employees will *always* be able to customize email message to send to customers, but a template may keep them from the effort of re-typing the same text. The system comes pre-configured with some email templates that you may edit. Email templates are Corporate (same for all stores) To edit...

Views > Administration & Utilities > Store > Edit Email Templates

When editing templates, you can edit the:

- **11.** Text Message version
- **12.** Email version (w/ Subject)
- **13.** Use %REPLACEMENT SYMBOLS% in templates to insert system data in your messages.

