Post office

Overview

This window allows sending email messages to a group of club or scholl members defined by an option set.

Operation

It works in four steps

- Recipient group definition
- List confirmation
- Message writing
- Sending

Recipient group definition

Recipient group definition is done out of the options shown in the first window.

If we want the message to be sent to all active club or school members, we will check the upper check-box. In this case, all other options will be disabled, and the recipient list will be defined as examinators, instructors, pilots, pupils, professors and technicians marked as active.

If we need to discard any of these recipients, we will do so in the next window.

Otherwise, when the upper check-box is tot checked, the recipient group will build out of the lower options:

Only pilots allowing emails	When this check-box is checked, all pilots non allowing emails are excluded from the recipient group.
	Remember that, according to the Privacy Act (LOPD), we need written agreement to use the pilot information.
Pilot type	Mark this check-box when the message recipients are in any of Instructor, Pilot or Pupil groups, and select the group in the radio-buttons to the right.
Active	For the message to be sent to active pilots.
Inactive	For the message to be sent to inactive pilots.

The documentation section allows choosing the recipients according to their documentation status.

This section is considered only when the 'Documentation' check-box is checked.

In the 'Days' label there will be the threshold value we set in 'Preferences' window to classify a document as 'about to expire', a short balance or a too long inactivity period.

The group can also be built out of:

- The group the pilot belongs to
- The pilot operating base
- The course the pilot in enrolled in
- The appron cards the pilot owns

List confirmation

Once the appopriate options are set to build the recipient list, by clicking on the 'Next' button we can check and confirm the actual recipient list.


The list will show the pilots meeting the filter conditions sorted by their alias. To the right we can check their current status according to the condition set in the filter, i.e. the licence expiration date.

If we need to exclude any of the recipients in the list, just click on the green box. It will turn to red to signal the recipient as excluded.

Message writting

Once the recipient list is confirmed, and after clicking again on the 'Next' button, another window will open to either write a new message or select a preious message saved as a template.
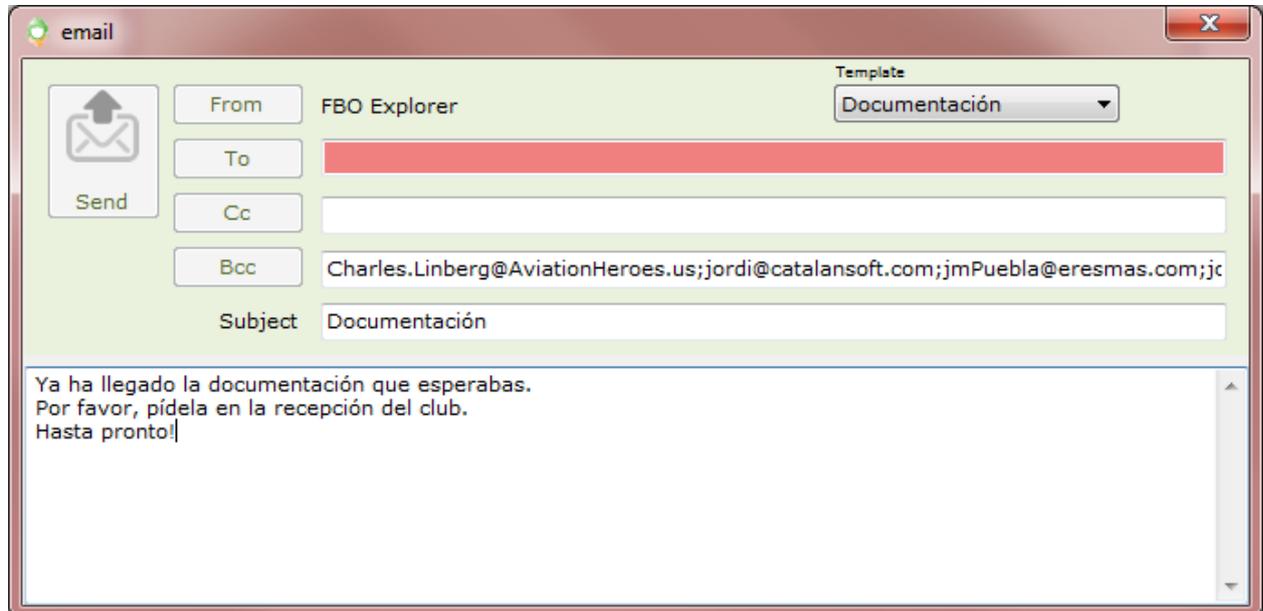
Messages are always sent as blind copies to keep the recipient email addresses hidden to the other recipients.

When typing a new message or modifying an existing one saved as a template, the

buttons ( ) will show to overwrite or save the message as a new one. The text in 'Subject' will be used to identify the template messages.

Sending the message

To send the message, just press the 'Send' button to the upper left.

Mail server

Catalansoft server is used by default (fboexplorer@catalansoft.com) to send all ATO Explorer generated mail messages.

Nevertheless, in the case any of the recipients answers the message, or an error happens on reaching the recipient, the response message will be lost, since it will use the above address tor the response.

Because of that, it is advisable to spend a short time to configure email settings in the preferences window for mail messages to use our own mail account instead of the default one:

In this window, we will fill-in server, account and password fields for the ATO Explorer generated mails to send using our mail account.