

Post office

[Help bits](#)

Overview

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

Operation

It works in four steps

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

Recipient group definition

The screenshot shows the 'Post Office' window with the 'Recipients' tab selected. The window contains several sections for defining the recipient group:

- All recipients:**
- Only pilots allowing emails:**
- Pilot type:**
 - Pilot type
 - Instructor
 - Active
 - Pilot
 - Inactive
 - Pupil
- Documentation:**
 - Documentation
 - Medical Check-up
 - Status:**
 - Up to date (with green checkmark)
 - About to expire (with green checkmark)
 - Expired (with red X)
 - No information (with minus sign)
 - License
 - Rating
 - Last flight
 - Federation license
 - Balance
 - Days:
- Groups:**
 - Groups
 - Base
 - ENE-2008
 - FEB-2009
 - ABR-2007
 - LEIG - Igualada - Ódena
 - LELL - Sabadell
- Courses:**
 - Courses
 - Apron cards
 - ATPL 2010
 - IFR2
 - LELL - Sabadell
 - LERS - Reus
 - LEGE - Girona - Costa brava
 - LPPT - Lisboa - Portela

A 'Next >' button is located at the bottom right of the window.

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 examiners, 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 not 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 is enrolled in
- The apron cards the pilot owns



<input type="checkbox"/> Groups	<input type="checkbox"/> Base
ENE-2008 FEB-2009 ABR-2007	LEIG - Igualada - Ódena LELL - Sabadell
<input type="checkbox"/> Courses	<input type="checkbox"/> Apron cards
ATPL 2010 IFR2	LELL - Sabadell LERS - Reus LEGE - Girona - Costa brava LPPT - Lisboa - Portela

List confirmation

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

Post Office

4 Selected recipients, 4 email

CLA	Lindbergh Augustus, Charles	<input checked="" type="checkbox"/>
EZE	Zaldibar Osul, Edgar	<input checked="" type="checkbox"/>
JMP	Puebla Chávez, José Manuel	<input checked="" type="checkbox"/>
JTF	Tuerto Fuentes, Jordi	<input checked="" type="checkbox"/>

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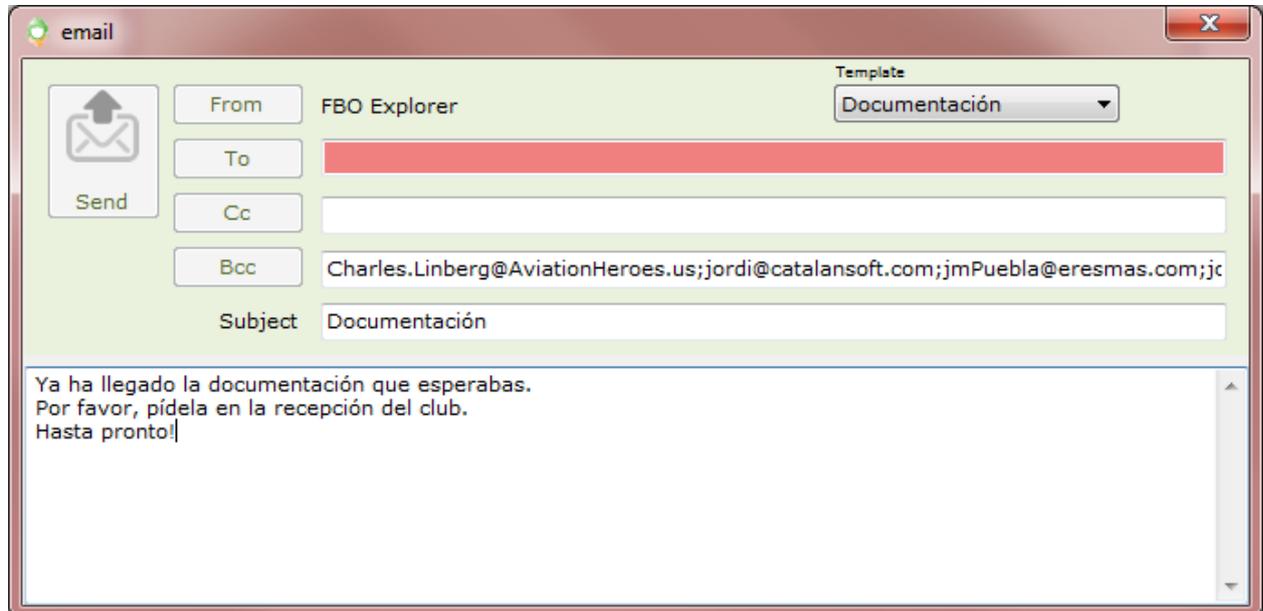
The list will show the pilots meeting the filter conditions sorted by their aliases. To the right we can check their current status according to the condition set in the filter, i.e. the licence expiration date.

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 writing

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 previous 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 for 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:

The screenshot shows the 'FBO Explorer preferences' dialog box with the 'email' tab selected. The 'Use my own mail account' checkbox is checked. The 'account' field is empty. The 'server' field contains 'mail.catalansoft.com'. The 'account' field contains 'fboexplorer@catalansoft.com'. The 'Password' field contains '*****'.

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

