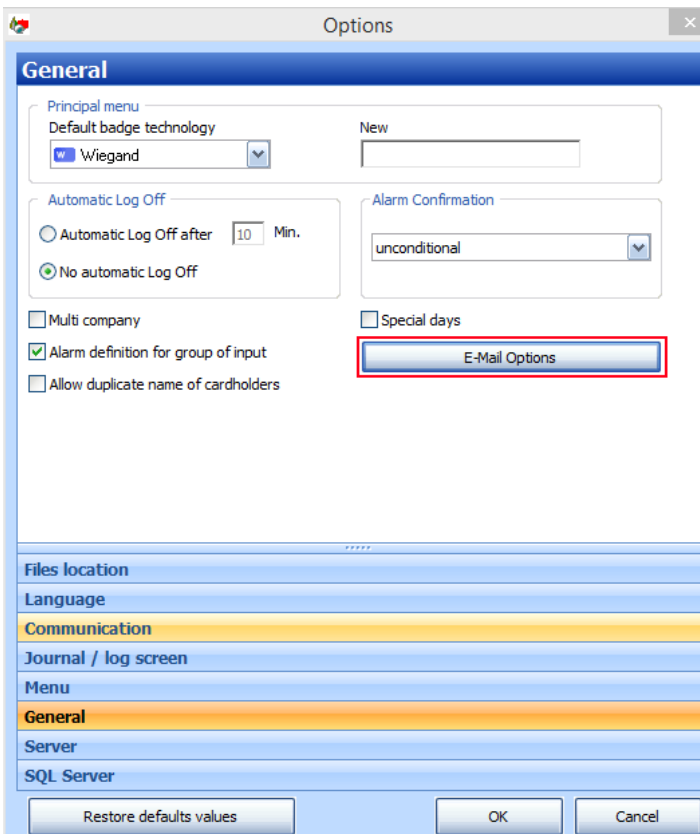


# How to email a report using the ACM module

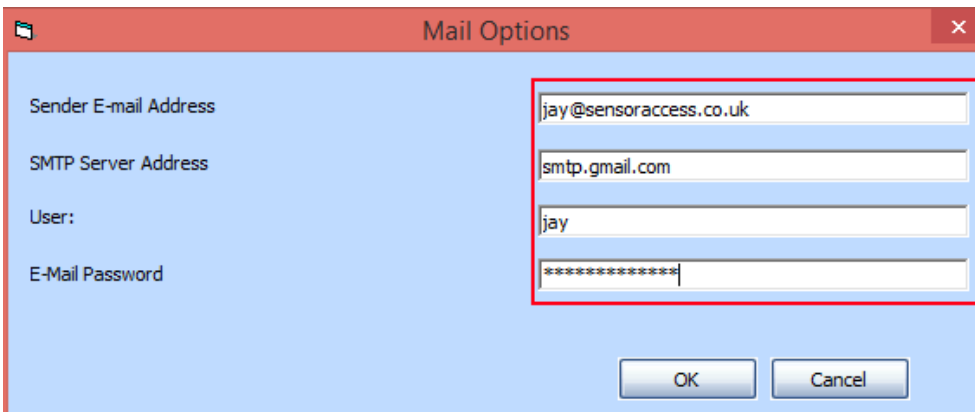
## Setting up the email account

1. Open Tools>Option>General tab and then click on to the email options button



The screenshot shows the 'Options' dialog box with the 'General' tab selected. The 'E-Mail Options' button is highlighted with a red rectangle. The dialog box contains various settings for the system, including 'Principal menu', 'Default badge technology', 'Automatic Log Off', 'Alarm Confirmation', and 'Special days'. The 'E-Mail Options' button is located at the bottom right of the 'General' tab.

2. At the email options screen fill in all relevant details. Ask you IT administrator for these details

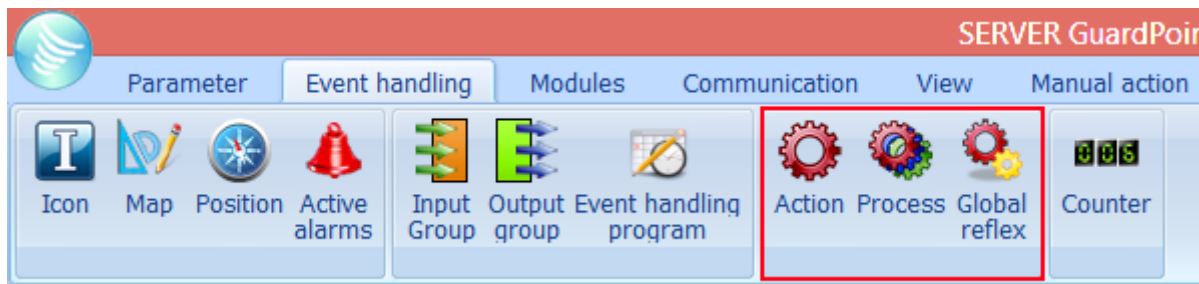


The screenshot shows the 'Mail Options' dialog box. The input fields for 'Sender E-mail Address', 'SMTP Server Address', 'User', and 'E-Mail Password' are highlighted with a red rectangle. The fields contain the following text: 'jay@sensoraccess.co.uk', 'smtp.gmail.com', 'jay', and '\*\*\*\*\*' respectively. The 'OK' and 'Cancel' buttons are at the bottom right.

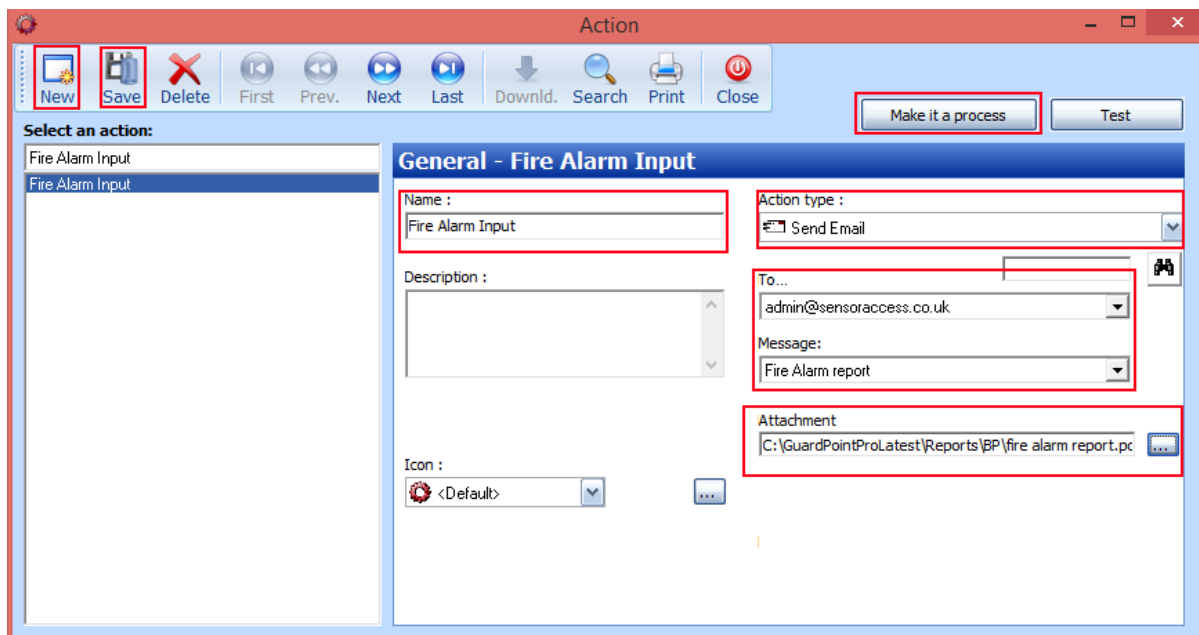
# How to email a report using the ACM module

## Setting Actions, Process's and global reflex's to send the email

1. At the event handling menu make sure you have ACM module.



2. Click on Action to open the action screen.



Click new, give the action a name.

For Action Type select Send Email

For the To field this should be the person receiving the email.

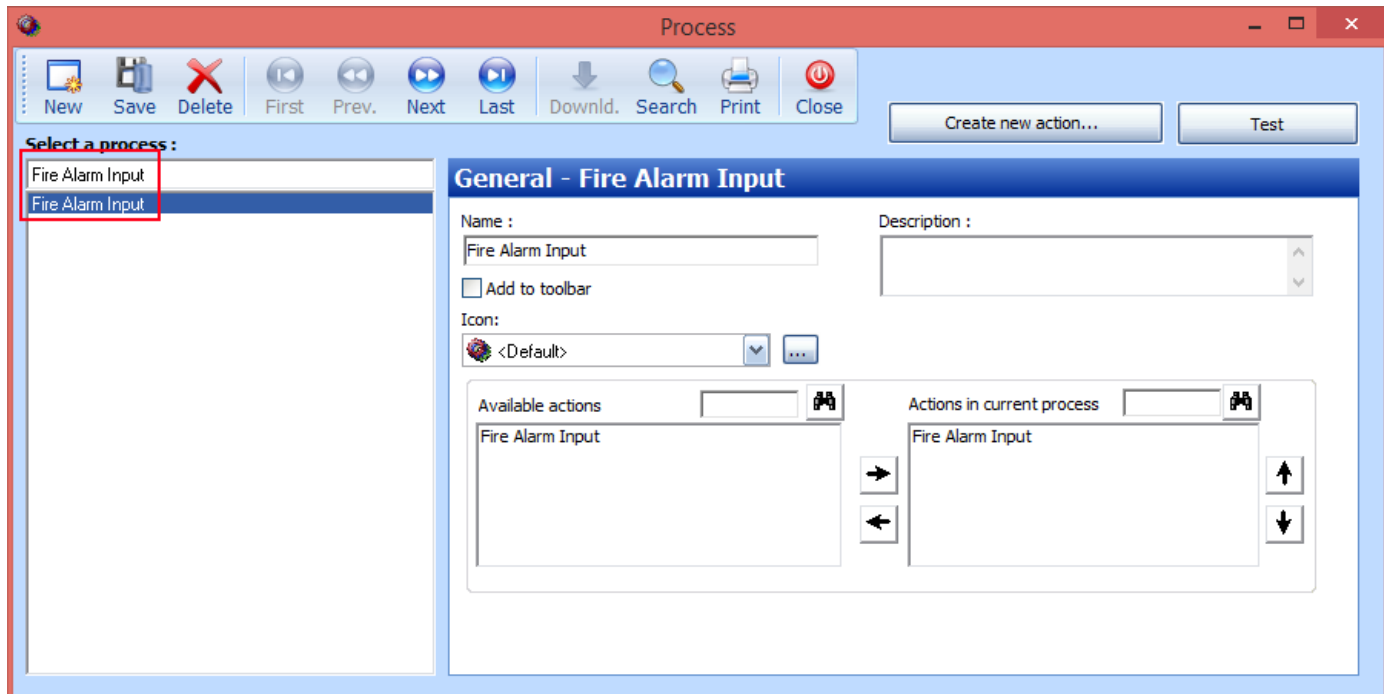
Message should be the message you wish to send in the email

Attachment allows you to send an attachment like a premade report

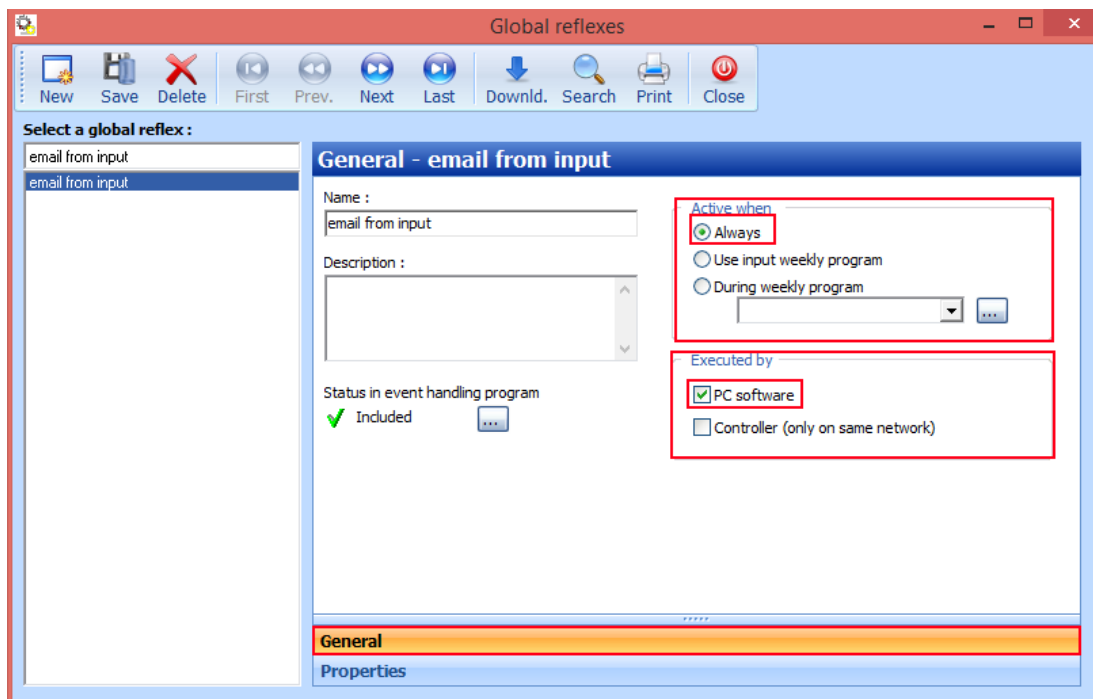
Once all the details for the action have been filled out click Make it process button and then close the action window.

# How to email a report using the ACM module

3. Open the Process screen making sure the process was created from step 2

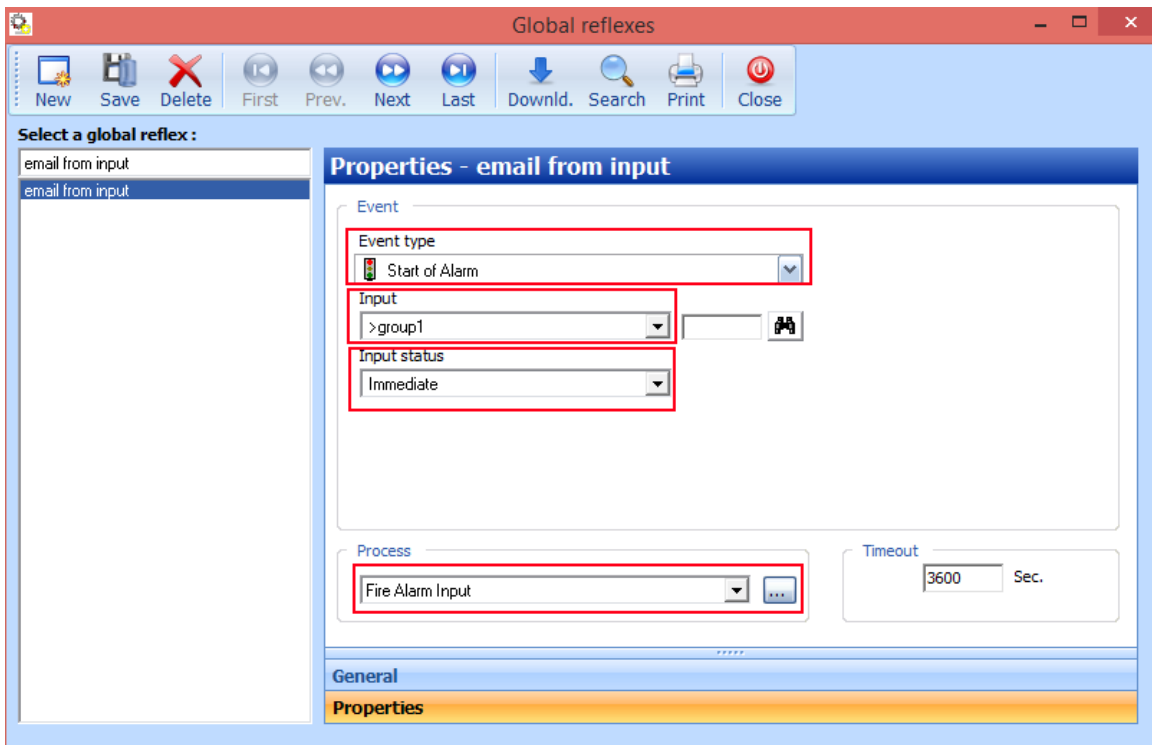


4. Open the Global Reflex general screen



# How to email a report using the ACM module

Create a new Global Reflex, name and save.  
Active when should be checked Always  
Executed by should be checked PC software  
Click the properties tab



The screenshot shows the 'Global reflexes' application window. On the left, a list titled 'Select a global reflex:' contains two entries: 'email from input' and 'email from input'. The main area is titled 'Properties - email from input' and contains several configuration fields:

- Event type:** A dropdown menu with 'Start of Alarm' selected.
- Input:** A dropdown menu with '>group1' selected.
- Input status:** A dropdown menu with 'Immediate' selected.
- Process:** A dropdown menu with 'Fire Alarm Input' selected.
- Timeout:** A text box containing '3600' followed by 'Sec.'.

At the bottom, there are two tabs: 'General' and 'Properties'. The 'Properties' tab is currently selected and highlighted in orange.

For Event type choose Start of alarm [Please be aware that these inputs will need to be armed in the event handling screen]

Input should be the individual input you wish to trigger the global reflex or a group of inputs

Input Status should be set to immediate

Process should be the process made in step 2

Save