

# **Travel Insurance and Registrations System (TIRS)**

## **Email – Bulk Send**

Version 1.0

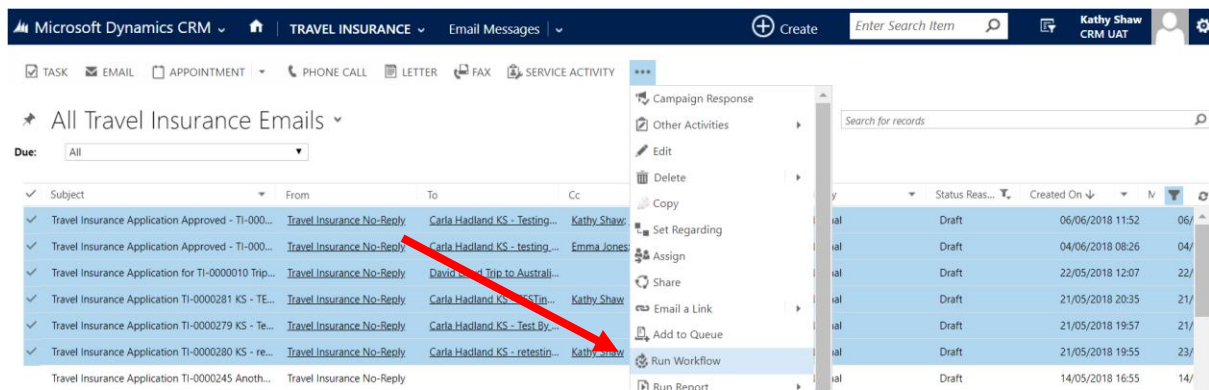
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## 1.1 Bulk Emailing using On Demand Workflows

Microsoft Dynamics workflows can be used to send an email. This can either be triggered by a certain event or it can be performed as an 'On Demand Workflow' (where the user would select a number of people, and then click the 'Run workflow' button). The user could use the bulk send functionality when they want to send multiple emails at one time i.e. multiple applications have been approved and will not need to be individually edited.

- If a workflow has been already created it is a case of simply selecting the emails in a view (Travel Insurance > Emails (tile) > All Travel Insurance Emails (view)) that are displayed. Once you have selected the draft emails you want to send in bulk, select the 'MORE COMMANDS' button from the 'Command bar', and selecting 'Run Workflow'.



The user can then choose from a list of On Demand workflows which can be performed against the records selected. For Travel Insurance, select 'UNIV – Send Draft Email'.

- Select the On Demand workflow you require to send the email to the selected records then click 'Add' and then confirm at the 'confirmation dialogue box' by clicking OK.
- Clicking 'Add' will cause the workflow to be processed –this will send the selected emails.

