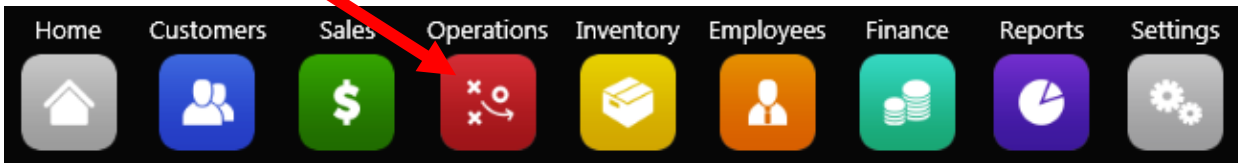


RQ e-mail Receipt – Setting up Location e-mail address

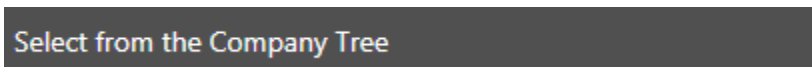
Once you have logged in click on Operations



Within Operations click Location Setup



Select the location from the Company Tree

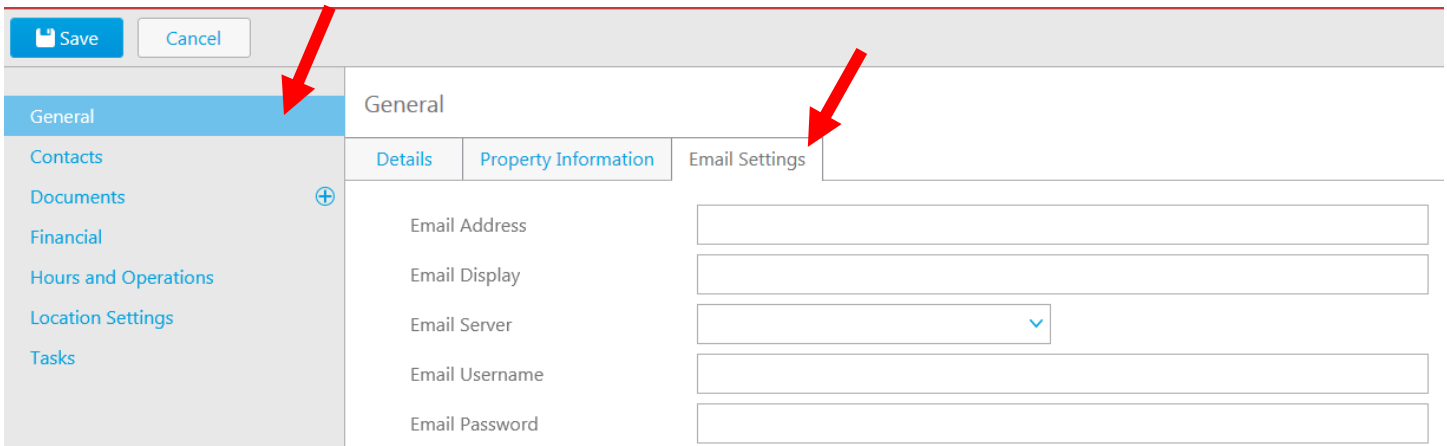


Once you select the location click OK



Within the General Tab select the Email Settings tab

- Enter Email Address
- Enter Email Display
- Enter Server
- Enter Email Username
- Enter Email Password

A screenshot of a software interface for configuring email settings. At the top left are 'Save' and 'Cancel' buttons. Below is a sidebar with a tree view containing 'General', 'Contacts', 'Documents', 'Financial', 'Hours and Operations', 'Location Settings', and 'Tasks'. A red arrow points to 'General'. The main area has three tabs: 'Details', 'Property Information', and 'Email Settings'. A red arrow points to 'Email Settings'. The 'Email Settings' tab contains five input fields: 'Email Address', 'Email Display', 'Email Server' (a dropdown menu), 'Email Username', and 'Email Password'.

Then Click Save

