

Configure Send by Email

- Select 'Edit' > 'Send Data Extracts Locations' from the menu bar
- The 'Send Data Extracts Locations' configuration screen will be displayed
- If you use Outlook, select 'Email-MAPI' from the drop-down 'Send Data Method' list
- Otherwise, select 'Email-SMTP'
- Enter a location name that describes where the data will be sent
- Click Add
- A new location tab will added to the 'Send Data Extracts Locations' window with the location name you have provided
- MAPI - Fill in the mandatory fields
- Email To Address
- Practice ID and Practice Name
- Other fields are optional
- If you wish to encrypt the zipped data file tick 'Enable Encrypt' and provide a password. You will need to let the receiver know what this password is so they can un-encrypt the file when they receive it.
- Click the 'Test' button to check a test email is successfully sent and received
- Click 'OK'

Send Data Extracts Locations Configuration

New Configuration Test Medicare Local

Location Name: Test Medicare Local Test Delete

☐ Enable Encrypt Password

Send Data Method: Email

Email To Address: test@testmedicarelocal.com.au

Practice Details to be sent with data

Contact Email youremail@yourpractice.com.au

Practice ID 1234

Practice Name Test Practice

OK Cancel

Figure 75: Send data email configuration Outlook

SMTP

Fill in the mandatory fields

- - Mail Server
 - Username for your mail server
 - Password for your mail server
 - From Address

- Email To Address
- Practice ID and Practice Name
- You may need to check with your service provider or system administrator to configure the settings correctly.
- Other fields are optional
- If you wish to encrypt the zipped data file tick 'Enable Encrypt' and provide a password. You will need to let the receiver know what this password is so they can un-encrypt the file when they receive it.
- Click the 'Test' button to check a test email is successfully sent and received
- Click 'OK'

Send Data Extracts Locations Configuration

Location Name: Test Medicare Local no outlook Test Delete

☐ **Enable Encrypt** Password

Send Data Method: Email - SMTP

Mail Server Name:

Mail Server Port:

Use SSL: ☐

Username:

Password:

From Address:

To Address:

Practice Details to be sent with data

Contact Email

Practice ID

Practice Name

OK Cancel

Figure 76: Send data email configuration SMTP