Bill-O-Matic™ for schools

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INTRODUCTION

This document serves as a basic instruction and informational guide to Bill-O-Matic™ for Schools. It covers the general working and processing of the application at the user level and is directed at a general audience of end users or those looking to better understand the application interface.

OVERVIEW

The Bill-O-Matic Plug-In for The Financial Edge and The Education Edge is a convenient, efficient solution for distributing statements, receipts, report cards, infraction reports, and other correspondence electronically without leaving the Student Billing or Registrar's Office. It enables users to import existing tuition payment batches for electronic distribution and requires no pre-printed paper forms or forms software. Statements are distributed by Bill-O-Matic in PDF format along with a fully-customizable email message with mail merge features. Bill-O-Matic also takes advantage of tracking features in The Financial Edge/The Education Edge by recording an action to each recipient's record describing the distribution.

INSTALLATION

REQUIREMENTS FOR INSTALLATION

Bill-O-Matic is compatible with The Financial Edge/The Education Edge version 7.82 or higher. To verify your version, log into The Financial Edge/The Education Edge and select *Help→About The Financial Edge/About The Education Edge* from the toolbar. If you need to update your version, please contact Blackbaud Customer Support at 1-800-468-8996 or http://www.blackbaud.com

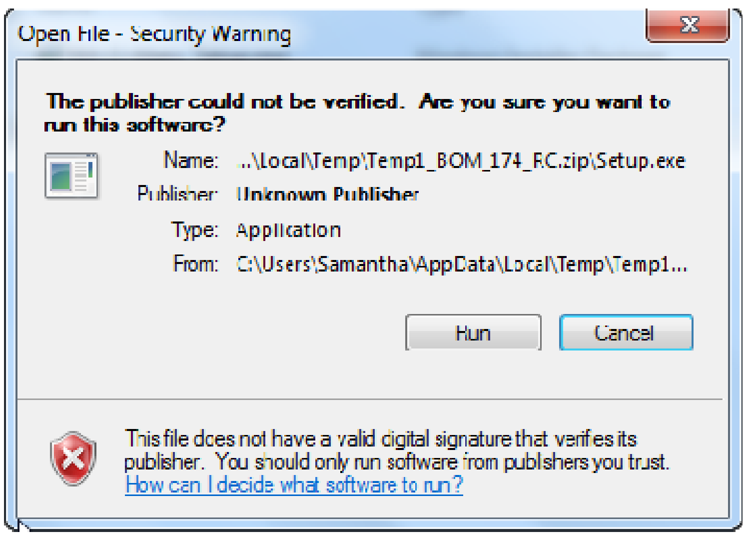
If your utilizes Blackbaud's Application Hosting Services, the Bill-O-Matic plugin must be installed by Blackbaud's Hosting Support team. For more information on Blackbaud's Application Hosting Services, please contact Blackbaud Customer Support at 1-800-468-8996 or https://www.blackbaud.com/application-hosting/.

Bill-O-Matic must be installed on each workstation that will run the plugin, but the settings and configuration are shared between all installed workstations. If you do not have sufficient rights to install programs on your workstation, please see your system administrator for assistance. Please note: the *same* version of Bill-O-Matic must be used on all workstations that connect to the *same* Financial Edge or Education Edge database. If updating or installing Bill-O-Matic on a workstation, ensure that any previous installations on other workstations are also updated, or those workstations may not be able to run the application. Always review and save the Bill-O-Matic settings whenever updating to a new version.

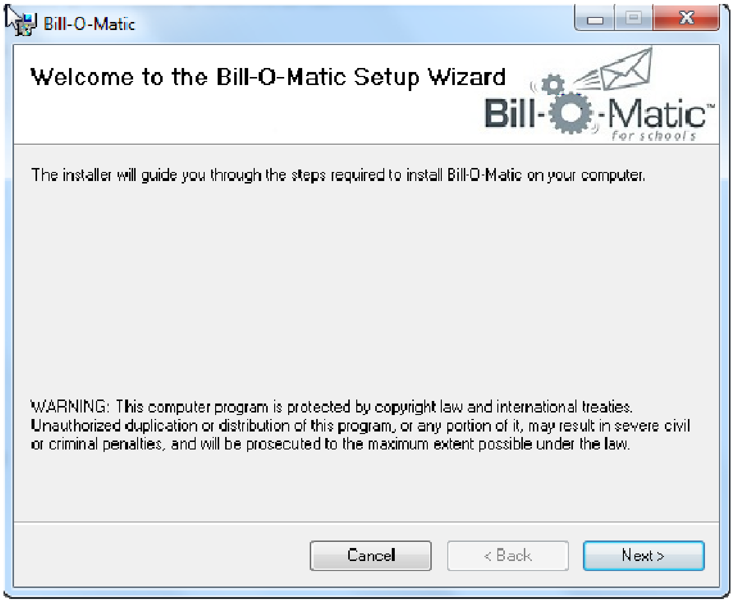
INSTALLATION INSTRUCTIONS

1. Exit and Sign-out of all Blackbaud products
2. Download the latest version of the BOM installer from O-matic Software's Bill-O-Matic Updates forum http://omaticsoftware.com/Forums/tabid/108/aff/17/Default.aspx
3. Extract the contents of the .zip file
4. Double-click the setup.exe file

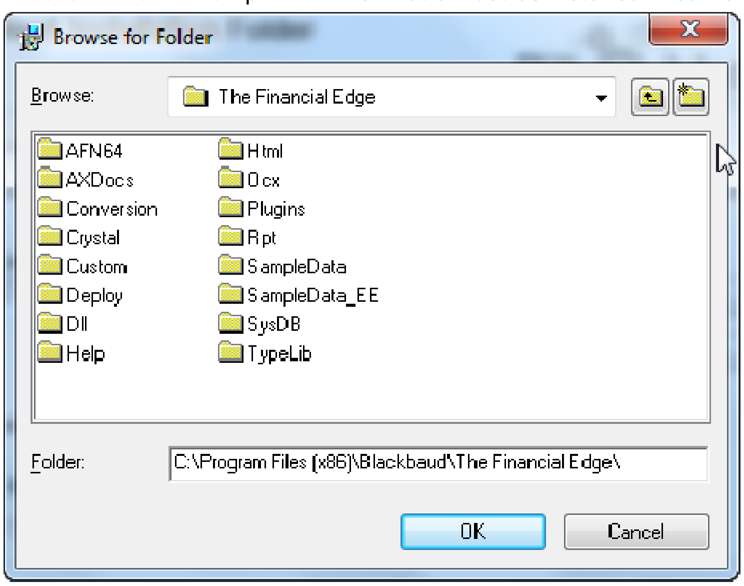
5. Click *Run* to launch the installer

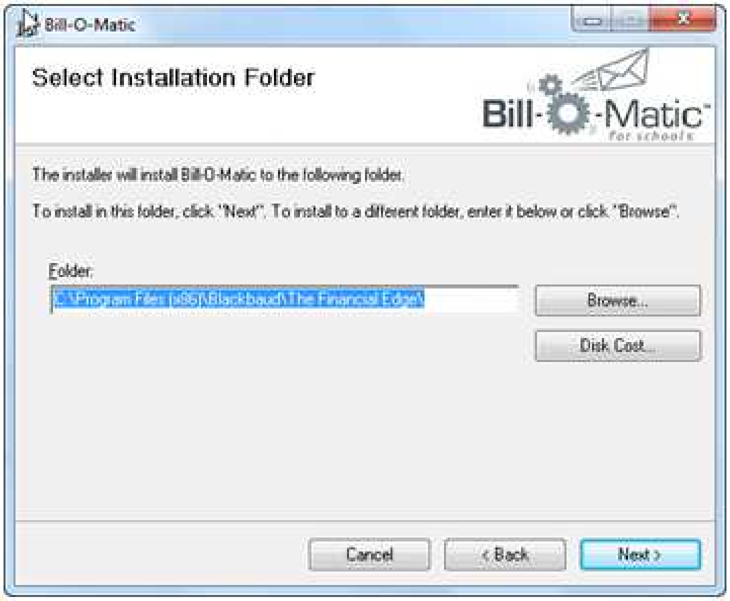


6. The *Welcome to Bill-O-Matic Setup Wizard* will appear, select next to begin the installation



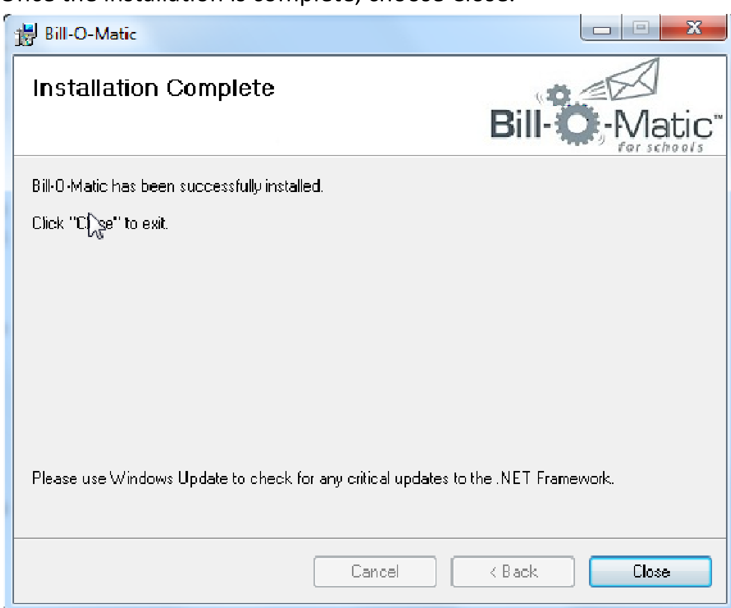
7. Click the *Next* button to continue the installation
8. Choose an installation path. **Bill-O-Matic must be installed in same location as The Financial Edge**





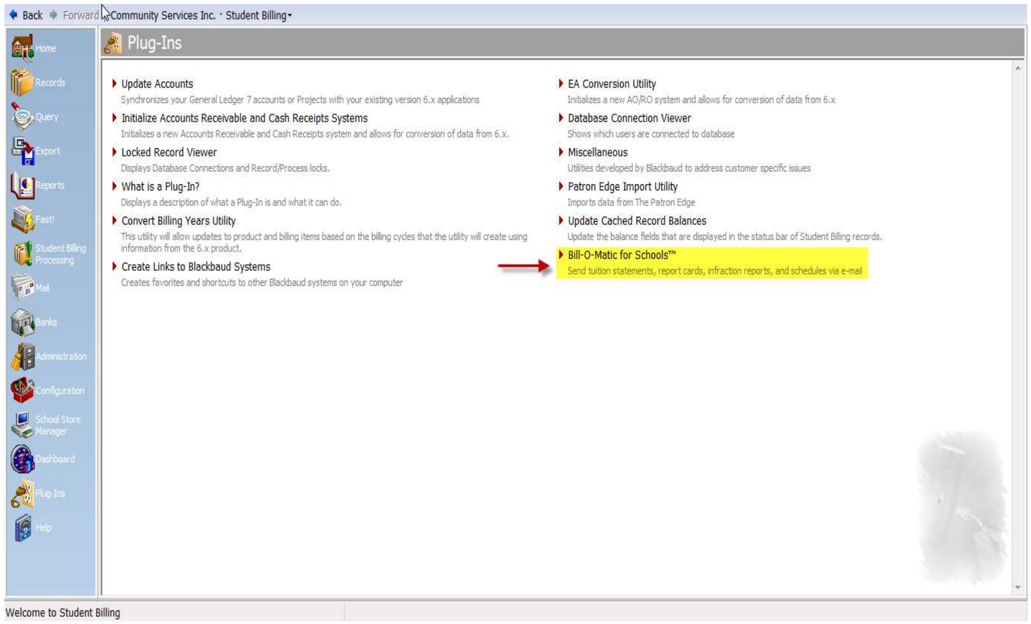
__Note__: If you are unable to locate the folder for The Financial Edge/Education Edge, please contact your system administrator

9. Once the installation is complete, choose Close.

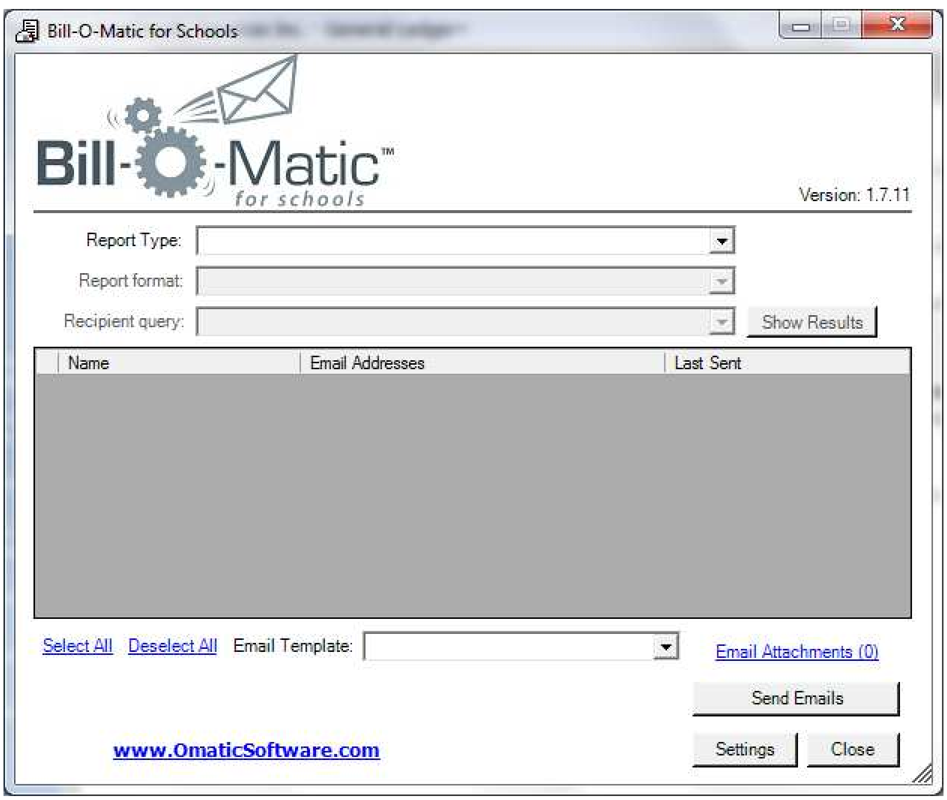


10. Log in to The Financial Edge/Education Edge.

11. Go to the Plug-Ins screen.



12. Click on the *Bill-O-Matic For Schools* link. The Bill-O-Matic processing screen will appear.



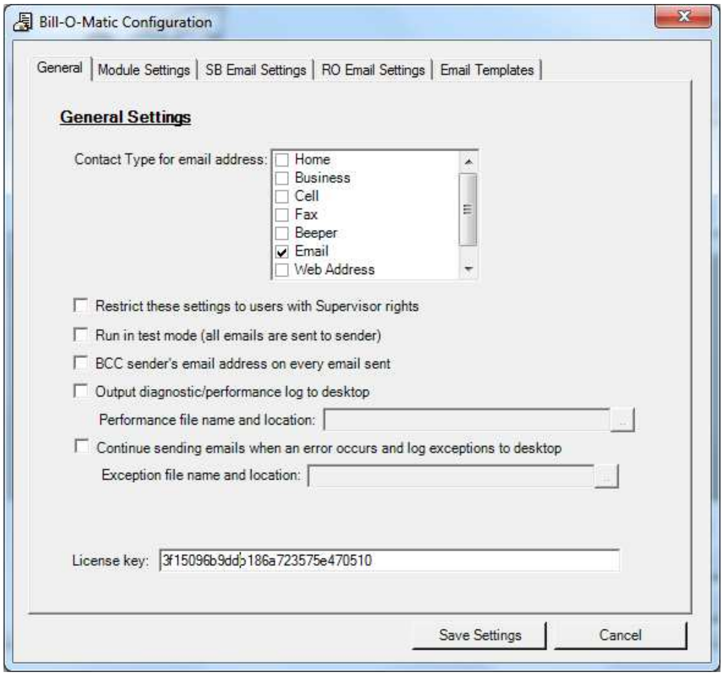
***Note**: The Bill-O-Matic link contains several components to assist in sending documents via email. Prior to doing this, Bill-O-Matic must be configured by clicking on the Settings button*

SETTINGS

Click the Settings button on the main processing screen to configure the program. Bill-O-Matic settings are automatically shared between all workstations that utilize Bill-O-Matic. Configuration changes made on one BOM workstation will affect all other BOM users in your organization. Please carefully review all configuration values and preview all emails prior to processing.

GENERAL

This tab contains settings common to both Student Billing and Registrar's Office correspondences. It will allow users to specify which email address contact type to use in mailings as well test emails prior to processing.



Contact Type for email address

Use this checkbox list to specify which Financial Edge/Education Edge contact type(s) should be used to determine the recipient email address(es). Contact Types are defined in the *Configuration* module of The Financial Edge/Education Edge.

Restrict these settings to users with Supervisor rights

Selecting this option will restrict changes to Bill-O-Matic Setting to users with Supervisor rights in The Financial Edge/Education Edge.

Run in test mode (all statements are sent to the sender)

Use this option to run Bill-O-Matic in test mode. In test mode, all email statements that are generated are sent to the email address specified on the "SB Email Settings" or "RO Email Settings" tabs within BOM. It is strongly recommended that you test your mailings prior to sending.

BCC sender's email address on every email sent

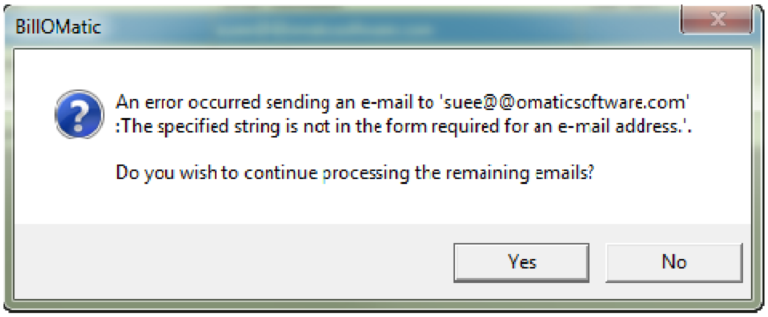
If selected, this will send a blind carbon copy of every email to the "From Address" specified under the **Mail Server and Account Settings For Student Billing/Registrar's Office** of the "SB/RO Email Settings" tab of BOM

Output diagnostic/performance log to desktop

Selecting this option will produce a performance log for use in troubleshooting potential performance issues with Bill-O-Matic. This should only be run under the guidance of O-matic Customer Support.

Continue sending emails when an error occurs and log exceptions to the desktop

Select this option to have Bill-O-Matic continue processing emails automatically if one or more of the emails being sent should encounter an error. If selected, no warning alert will appear until after all emails have been processed and all exceptions will be logged to a file called “[date_time]_Exceptions.txt". If this option is not selected and an email cannot be sent, a popup window will alert the user to the error each time and ask whether they wish to continue. Bill-O-Matic will not continue processing emails until the user specifies whether or not they would like to continue.

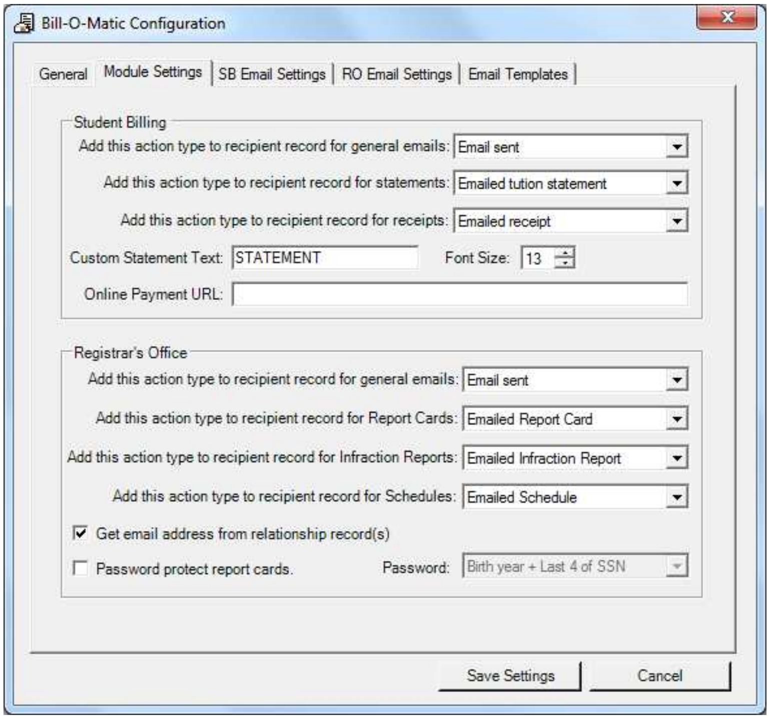


License Key

Activate Bill-O-Matic by entering your license key in the License key field. If you have not received your license key, please contact O-matic Software Support at (888) OMATIC-ME. The license key must be supplied prior to running any emails.

MODULE SETTINGS

Module Settings will allow users to specify if an action should be added to the record for the recipient of mailing. Organizations can create a specific action type in the *Configuration* section of The Financial Edge/Education Edge to denote whether a general email, statement, receipt, report card, etc was sent. Additionally, Organizations can decide whether they would like to password protect report cards and statements.



For more information on how to create or modify action types in The Financial Edge or Education Edge, visit http://www.blackbaud.com/support

MODULE SETTINGS: *STUDENT BILLING*

The following settings apply to Student Billing-related emails only.

Add this action type to recipient record for general emails

Select this option if you wish to add a new action to each recipient's record when sending a Student Billing general email through Bill-O-Matic. Action Types are created and defined in the *Configuration* section of The Financial Edge/Education Edge. An action type must be selected from the drop-down list in order to have the action added to the recipients' record. The resulting action records the date and time the email was sent, as well as user name, email template used, and all recipient email addresses.

Add this action type to recipient record for statements

Select this option if you wish to add a new action to each recipient's record when sending a Student Billing statement or projected statement through Bill-O-Matic. Action Types are created and defined in the *Configuration* section of The Financial Edge/Education Edge. An action type must be selected from the drop-down list in order to have the action added to the recipients' record. The resulting action records the date and time the email was sent, as well as user name, email template used, and all recipient email addresses.

Add this action type to recipient record for receipt

Select this option if you wish to add a new action to each recipient's record when sending a Student Billing receipt through Bill-O-Matic. Action Types are created and defined in the *Configuration* section of The Financial Edge/Education Edge. An action type must be selected from the drop-down list in order to have the action added to the recipients' record. The resulting action records the date and time the email was sent, as well as user name, email template used, and all recipient email addresses.

Custom Statement Text and Font Size

This function allows users to change the "STATEMENT" heading that prints at the top of each statement.

Online Payment URL

Enter the URL of the website where recipients can click to apply payment to their account. This URL can be included in the email template.

> ***Note:*** *If you are using online payment processing services provided by Diamond Mind, you will need to modify the URL provided by Diamond Mind so that each recipient is sent their own unique payment URL. Do this by adding the portions in* ***BOLD*** *to the url provided:*
>
> *https://tuition.sample.com/payment.aspx?SchoolName=MySchool&AccountID=**{%ACCT%}**&StudentFirst=**{%FIRST_NAME%}**&StudentLast=**{%LAST_NAME%}***

MODULE SETTINGS: *REGISTRAR'S OFFICE*

The following settings apply to Registrar's Office emails only.

Add this action type to recipient record for general emails

Select this option if you wish to add a new action to each recipient's record when sending a Registrar's Office general email through Bill-O-Matic. Action Types are created and defined in the *Configuration* section of The Financial Edge/Education Edge. An action type must be selected from the drop-down list in order to have the action added to the recipients' record. The resulting action records the date and time the email was sent, as well as user name, email template used, and all recipient email addresses.

Add this action type to recipient record for report cards

Select this option if you wish to add a new action to each recipient's record when sending a Registrar's Office Report Card through Bill-O-Matic. Action Types are created and defined in the *Configuration* section of The Financial Edge/Education Edge. An action type must be selected from the drop-down list in order to have the action added to the recipients' record. The resulting action records the date and time the email was sent, as well as user name, email template used, and all recipient email addresses.

Add this action type to recipient record for infraction reports

Select this option if you wish to add a new action to each recipient's record when sending a Registrar's Office Infraction Report through Bill-O-Matic. Action Types are created and defined in the *Configuration* section of The Financial Edge/Education Edge. An action type must be selected from the drop-down list in order to have the action added to the recipients' record. The resulting action records the date and time the email was sent, as well as user name, email template used, and all recipient email addresses.

Add this action type to recipient record for schedules

Select this option if you wish to add a new action to each recipient's record when sending a Registrar's Office Schedule through Bill-O-Matic. Action Types are created and defined in the *Configuration* section of The Financial Edge/Education Edge. An action type must be selected from the drop-down list in order to have the action added to the recipients' record. The resulting action records the date and time the email was sent, as well as user name, email template used, and all recipient email addresses.

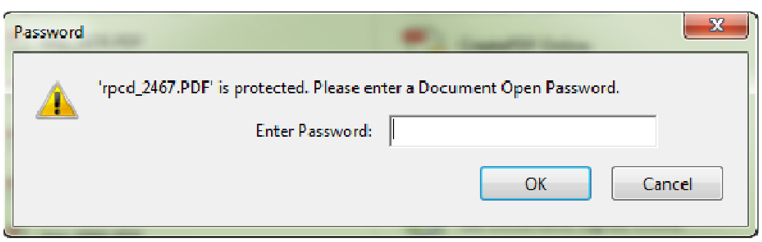
Get email address from relationship record(s)

If you do not select this option, the system will use the email address located on the Bio 1 tab of the student record.

When sending Report Cards this option causes Bill-O-Matic send the emails to individual, organization or faculty relationships on student records that are marked "Receives Report Cards", rather than the student record itself. If mailing other item such as infraction reports or general emails, this feature will use relationships that are marked "View NetClassroom." If NetClassroom is not installed, Bill-O-Matic will use those relationships marked as "Receives Report Cards" for all emailing functions.

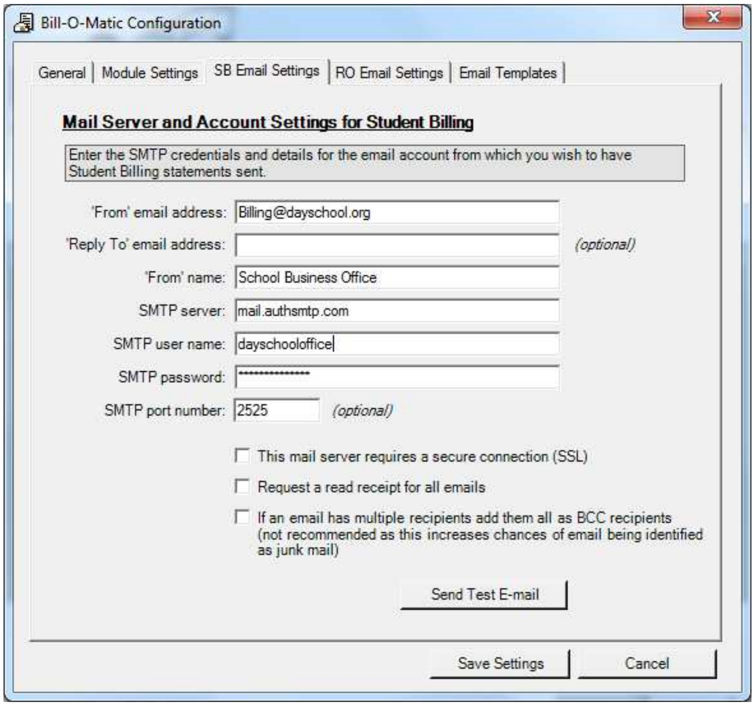
Password protect report cards

Selecting this option will allow organizations to password protect report card attachments. The default password will be "Birth Year + Last 4 of SSN" but a student attribute defined by the school may be utilized by selecting that option from the drop-down menu. The email recipient must enter the password when opening the .pdf file.



SB/RO EMAIL SETTINGS

This tab contains email configuration settings for Student Billing correspondences. ***Note: whether you are sending a Student Billing email or a Registrar's Office email is determined by the Report Type selection on the main Bill-O-Matic screen.***



'From' email address

Specify the email address that should appear in the "From" portion of the outgoing email. This should be a valid address with the school's email system. It may be helpful to use a "role" account such as "billing@xxx.edu".

'Reply To' email address

Optionally designate a different email address than the 'From' address for replies to emails sent from Bill-O-Matic. If used, this should be a valid address within the school's email system.

'From name'

Specify the name or department that is associated with the 'From' email address – such as "Jane Doe" or "Business Office".

SMTP server

Enter the name or IP address of the SMTP server that will be used to send emails.

SMTP information is set up and by provided by your system administrator. It is strongly recommended that you contact your administrator prior to entering information in these fields.

SMTP user name/SMTP Password

Specify a valid SMTP user name and password for the corresponding SMTP server

SMTP port number

Enter the SMTP port number to be used on the SMTP server entered above. *This field is optional.*

This mail server requires a secure connection (SSL)

Check this option if the SMTP server requires a connection secured with SSL.

Request a read receipt for all emails

If this option is selected, the "From" email address specified may receive a read receipt when an email is read depending on the email program being utilized. ***Most email client programs do not support or are not configured to use read receipt functionality, so this is not a reliable method to determine that emails were received.***

If an email has multiple recipients add them all as BCC recipients (not recommended as this increases the chances of email being identified as junk mail)

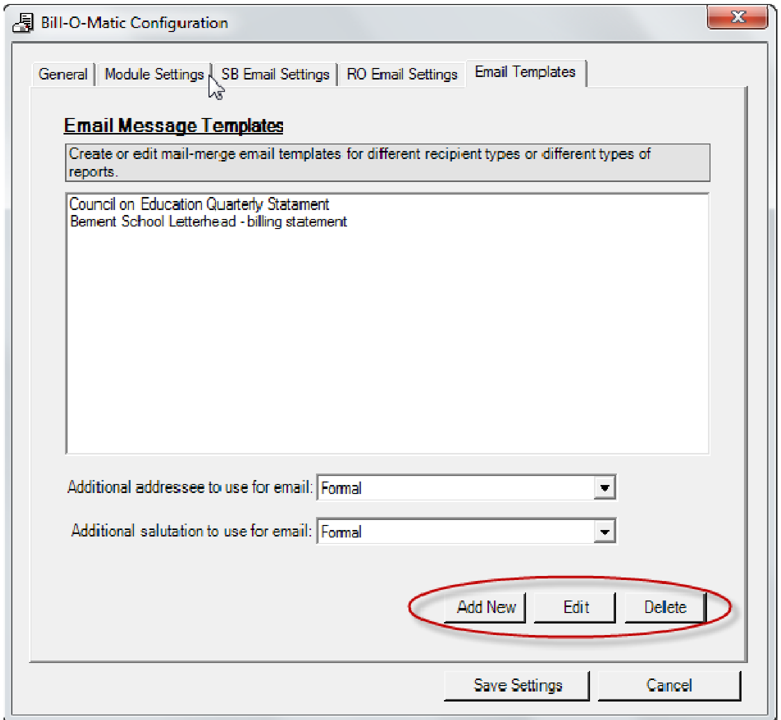
Selecting this option will place all email addresses of recipients for a particular student or family into BCC section of the email if there are multiple addresses. ***Example: Parents are divorced or separated: the mother, father, step-father and step-mother are all to receive statements. Parents do not want to share email addresses-selecting this option will place all email addresses in BCC of email***

Send test email

Will send a test email to the address specified in the "From" email address field. A popup window will confirm whether or not the email was successfully sent.

EMAIL TEMPLATES

This tab gives the user the ability to create, edit and delete rich-text templates for the email message that the report PDF file (the statement, receipt, report card etc) is attached to. Emails can include a link to the payment portal for statements or school website as well as insert images such as school logo. Multiple email templates may be created for each school or department.



Add New

Selecting "Add New" option will launch the Template Editor so a new email message template can be designed for use with Bill-O-Matic.

Edit

Click the Edit button to modify an existing email message in the Template Editor.

Delete

Click the Delete button to delete an existing email template from the Template Editor.

Additional addressee to use for email

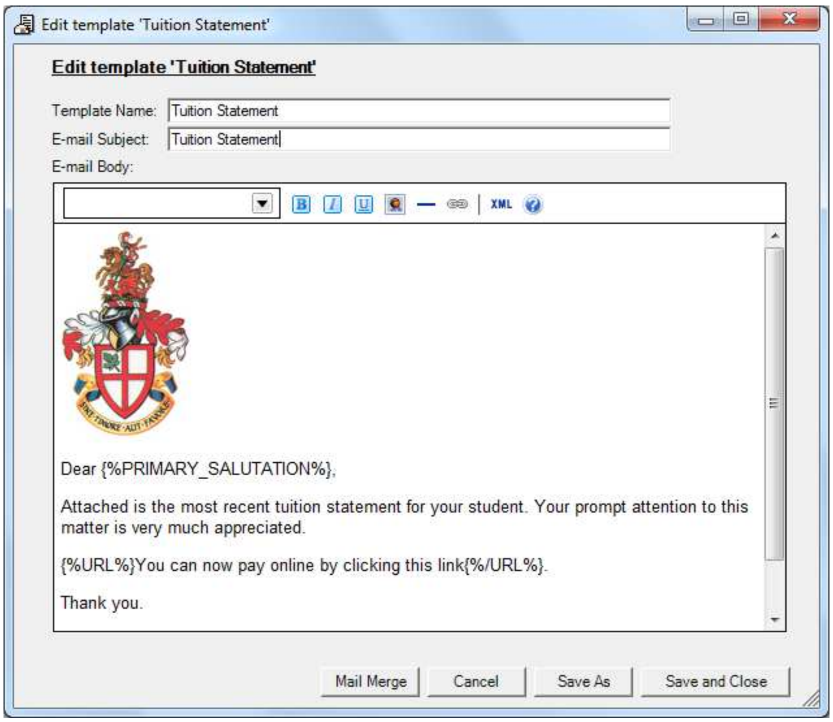
Specify what addressee from the recipient record to substitute for the "" {%ADDITIONAL_ADDRESSEE%} merge fields of the email. If no addressee is designated, the system will use the Primary Addressee.

Additional salutation to use for email

Specify what salutation from the recipient record to substitute for the " {%ADDITIONAL_SALUTATION%}" merge fields of the email. If no salutation is designated, the system will use the Primary Salutation.

THE TEMPLATE EDITOR

Access the Template Editor by selecting either "Add New" to create a new email message template, or "Edit" to modify an existing email message template. Note: these templates will eliminate the need to leave The Financial Edge/Education to create and send email messages



To add a URL as a hyperlink, you must insert your text between the first {%URL%} and the second {%/URL%}. For example, to display the text "Click here" as a hyperlink, enter it as {%URL%}Click here{%/URL%}

Template Name

The Template Name entered here will appear on the list of templates on the Email Templates tab. This feature will not appear in the context of the email.

Email Subject

Information entered here will appear in the subject line of the email when sent from Bill-O-Matic.

Email Body

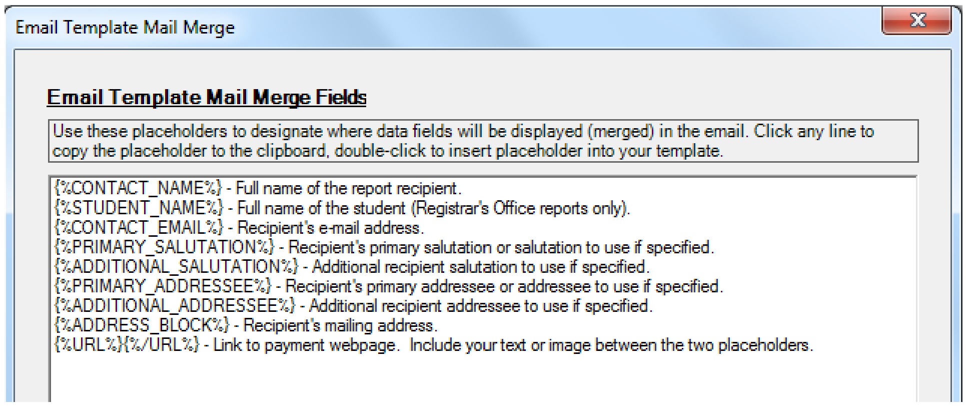
The email body is where the email content will be constructed. This is similar to a text and merge file – images, URL links and merge fields can be entered here.

Mail Merge

Clicking this option will display the Email Template Mail Merge Fields. Use these placeholders to designate where data fields will be displayed (merged) in the email. Click any field to copy it to your clipboard, double-click any field to insert merge field into the email body. A mail merge field may be used more than once in an email template.

To use the Online Payment URL from Module Setting --> Student Billing, you must add the URL placeholder tags and add the text you wish to be your hyperlink in between them. For example:

{%URL%}Click here to pay online{%/URL%}



Choose OK to return to the Email Template Editor

NOTE: IF YOU ARE USING ONLINE PAYMENT PROCESSING SERVICES PROVIDED BY DIAMONDMIND, YOU WILL NEED TO MODIFY THE URL PROVIDED BY DIAMONDMIND SO THAT EACH RECIPIENT IS SENT THEIR OWN UNIQUE PAYMENT URL. DO THIS BY ADDING THE PORTIONS IN BOLD TO THE URL PROVIDED:

HTTPS://TUITION.DIAMONDMINDINC.COM/TUITIONPORTAL3STEP/INTRODUCTION.ASPX?SCHOOLNAME=LATIN+SCHOOL&ACCOUNTID={%ACCT%}&STUDENTFIRST={%FIRST_NAME%}&STUDENTLAST={%LAST_NAME%}

Cancel

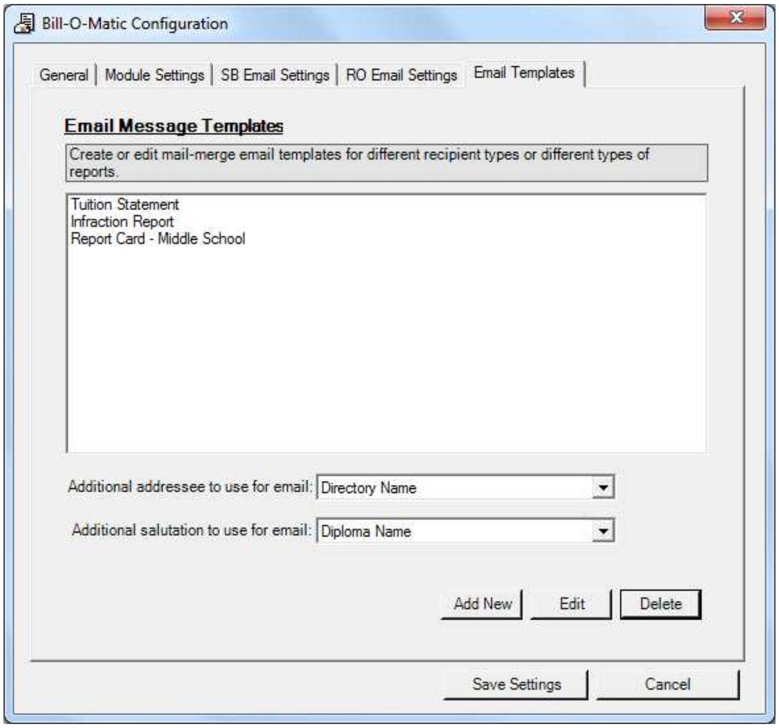
Click the *Cancel* button to cancel template creation or editing without saving changes.

Save As

Selecting this option will allow a user to save a copy of the email template with a different name.

Save and Close

This will save a newly created or edited template will return to the Bill-O-Matic Settings.



Save Settings

Once all BOM configuration settings have been defined, select Save Settings to return to the main Bill-O-Matic processing screen.

Cancel

Selecting this option will close out of the Settings without saving changes.

PROCESSING EMAILS

Follow these steps to generate and distribute statements via email using the Bill-O-Matic plug-in.

Record Type

Select the type of correspondence you are sending:

- Student Billing: Statements
- Student Billing: Projected Statements
- Student Billing: Receipts
- Student Billing: General Email
- Registrar’s Office: Report Cards

- Registrar’s Office: Infraction Reports
- Registrar’s Office: Schedules
- Registrar’s Office: General Email

Selecting one of the Student Billing report types causes Bill-O-Matic to use the settings you entered in the Student Billing section of the Module Settings tab in *Settings*, as well as the email configurations in the SB Email Settings tab in *Settings*. Settings for Registrar’s Office are ignored.

Selecting one of the Registrar’s Office report types causes Bill-O-Matic to use the settings you entered in the Registrar’s Office section of the Module Settings tab in *Settings*, as well as the email configurations in the RO Email Settings tab in *Settings*. Settings for Student Billing are ignored.

Report Format

Select the desired format (report parameters files) for the report type selected *(not available for General Email)*. Reports are sent as PDF email attachments.

Recipient Query

Select a record query from the *Recipient Query* drop-down list. While any record query can be used, the only queries supported by O-matic Software for Bill-O-Matic are created by previewing the report and generating a query of recipients, as illustrated here for a Student Billing Statement:

- In the Student Billing Module, open a statement template under Mail → Forms → Statements
- On the "General" tab, set "Include recipients receiving" to "Statements only - no copies"
- On the "Filters" tab, set "Statement Recipient Record Types" to either "Selected → Student" or "Selected → Individual", depending on which record type has the email address you wish to send to.
- Preview the statement with the "Create an output query of statement recipients" option checked, naming the query as desired when prompted. Confirm that all need recipients are in the resulting preview.
- Save the statement parameters *without* the "Create an output query of statement recipients" option checked.

Email Attachment

Select the desired template for the body of the outgoing emails.

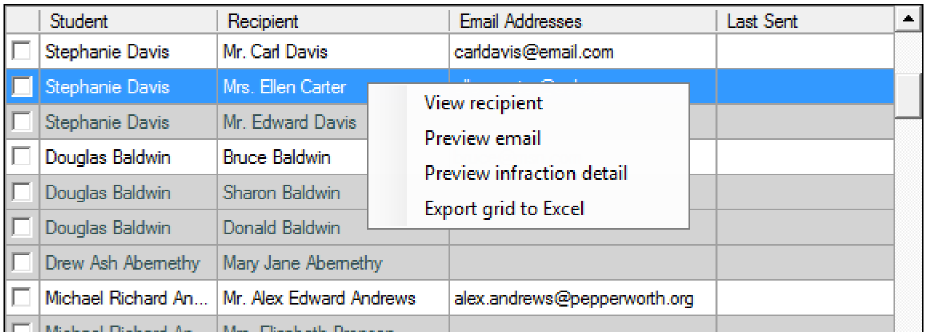
Email Attachment

If you wish to include additional email attachments, click the Email Attachments link to select files.

Show Results

Clicking the Show Results button displays the selected recipients based on the recipient query. Recipients without a valid email address are grayed out.

Right-click on a recipient row to perform the following tasks.



View recipient

Select this option to open the recipient record in The Financial Edge/The Education Edge where you may edit and save the record before returning to Bill-O-Matic. Changes to the email address will appear in the grid.

Preview email

Select this option to preview a copy of the email message that will be sent. The preview email uses the selected email template and incorporates the recipient information from the selected record including any placeholders used.

Note: *at least one email must be previewed before emails can be sent*

Preview <report type>

The prompt for this option will reflect the report type selected, such as “Preview Statement” or “Preview Report Card”. Select this option to preview a copy of the report that will be sent. The preview report uses the selected report type and incorporates the recipient information from the selected record.

Note: *it is highly recommend to preview reports to ensure accuracy before sending emails*

Export grid to Excel

Select this option to export the recipient list to a CSV file.

Send Emails

NOTE: *Before you can send emails, you must first preview at least one email. Previewing reports is highly recommended Access previews of emails or reports by right-clicking on a recipient.*

Select the recipients you wish to send emails to by checking the checkbox next to their names. Use the *Select All* and *Deselect All* links to select/deselect all recipients with valid email addresses at once. Then click the *Send Emails* button to send to the selected recipients.

During this process reports are generated in PDF format and attached to email messages based on the email template chosen. Because reports are generated individually, sending to a large number of recipients may take some time. A status window is displayed during statement generation and transmission to your email server.

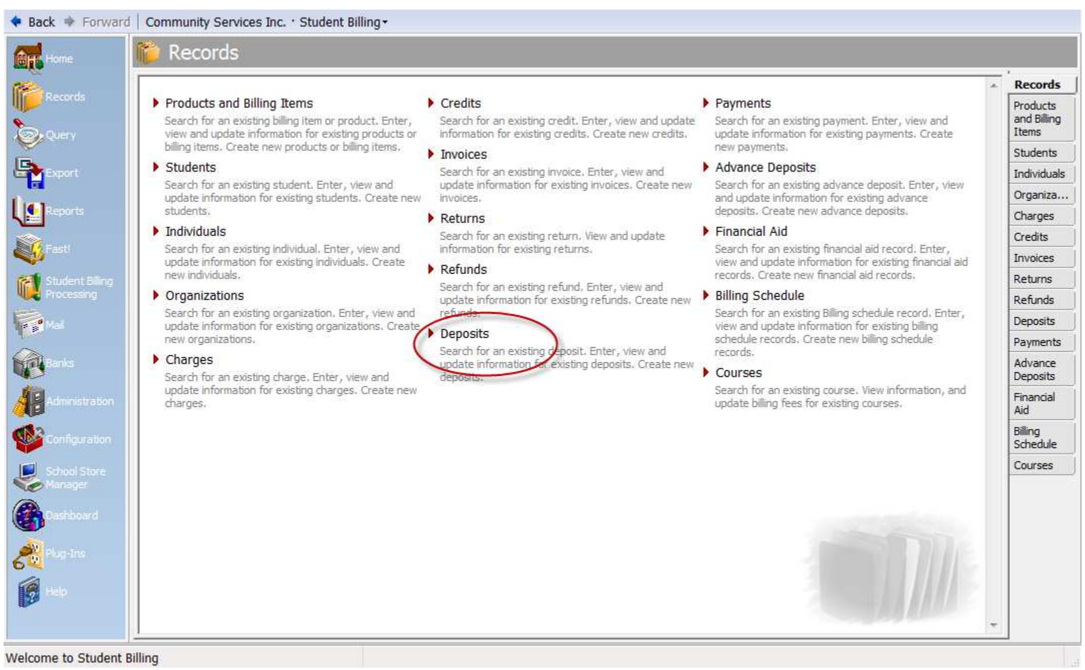
> ***It is highly recommended that you first send a few emails in test mode.*** *Test emails are sent to the 'From' email address as defined in the SB Settings or RO Settings tabs in Settings instead of to the recipients. Select Run in test mode on the General tab in Settings.*

IMPORTING DIAMOND MIND PAYMENT FILES

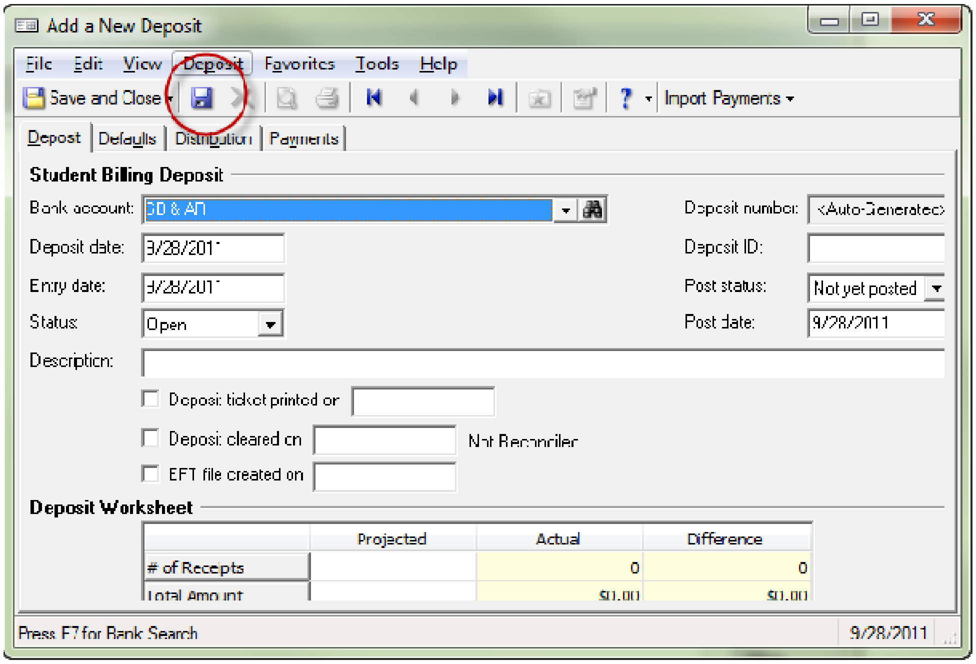
If you are using online payment processing services provided by Diamond Mind, you can download transaction files from the Diamond Mind Portal that you can import into The Financial Edge/The Education Edge.

CREATE DEPOSIT

In the Student Billing module, go to Records, Deposits.

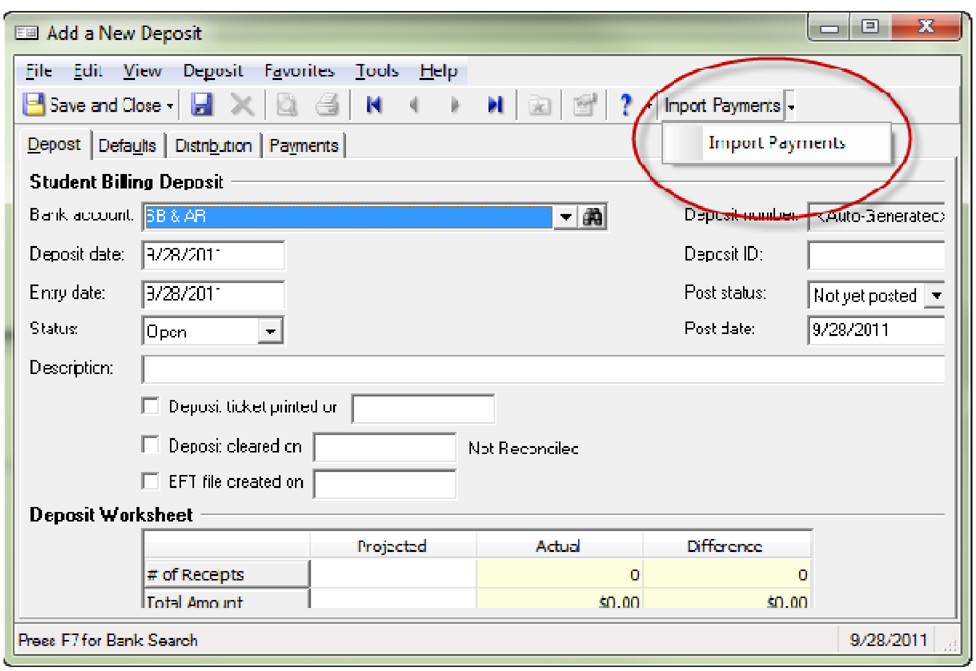


Add a new deposit and click *Save*. Deposit record must be saved before an import can be performed.

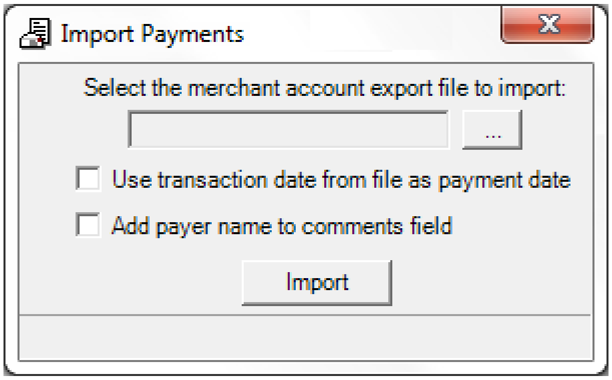


IMPORT TRANSACTIONS

In the macros menu, select *Import Payments*.



Browse and select the transaction file provided to you by DiamondMind and click the *Import* button.



In the Import Payments dialog, select the transaction file you wish to import. If you would like the payment dates in the deposit to be set from the transaction dates in the file, select the "User transaction date from file as payment date" option.

If the recipient clicked the payment link containing the DiamondMind URL that was provided in your email, the transaction has the student's unique ID and the payment is imported automatically.

If the recipient navigated to the payment webpage without using the DiamondMind URL that was provided in your email, Bill-O-Matic will attempt to search for any matches, but the user must confirm each match.

Imported transactions are writen to the deposit's Payments tab and can now be processed normally.

APPENDIX A: CHANGE LOG

V 1.7.12 21DEC2011

- Import Payments: Fixed issue with message "Default comment from deposit not showing on payment"

- Import Payments: Use payment type in DiamondMind file (cc = Credit Card or ck = Received EFT) instead of defaulting to CC

- Import Payments: Payment comment set in this order: In file, Default on Deposit record, Default from SB->Config->Biz Rules->Payment->Default statement description

- Import Payments: Use transaction date from file unless field is read only due to the GL->Config->Biz Rules->Transaction->Do not allow post dates to be different from transaction dates

- Import Payments: Added option to include payer name in the comments field

- Import Payments: Added code to disable the auto-select single match search results

- Import Payments: Added functionality to open search form if the ID in the file doesn't match a record in the database

- Fixed bug "File not found" when previewing statements or receipts

- Added support for multiple attachments when sending emails

- Added option to BCC all recipients to hide emails from recipients

- Added Save As option to email templates

- Added report type of Projected Statements for SB

- Default Statements and Projected Statements "Include Recipients receiving" option to "Statements Only - no copies"

- Removed check box for Include Grid Lines on Statement, this will happen automatically by design

- Fixed bug with email template drop down not refreshing after adding/removing templates

- Added support for additional blank page formats on Statements and Projected Statements

- Reduced the need to reload the grid when making changes to settings or recipients

- Improved error handling when fetching records from query (Show Results button)

- Fixed bug: Actions were not added to recipients for RO emails when the "Get email address from relationship record(s)" option was NOT checked

- Fixed bug: Action type for SB Statements was not saving

- Added functionality to replace "AccountID=#&StudentFirst=#&StudentLast=#" with "AccountID={%ACCT%}&StudentFirst={%FIRST_NAME%}&StudentLast={%LAST_NAME%}" when entering a Payment URL, Replace occurs when leaving the field and during save

- Changed text on email template Help button to "Mail Merge"

- BillOMatic.tlb will now automatically copy to the Custom folder during the installation

- Fixed bug: loading template dropdown after the selected item was deleted in settings

- If "Create Output Query" option is selected in the report parameters it will now be ignored in BOM for all reports

- New statement and receipt background files added as defaults, improved support for custom receipt backgrounds

- Added code to suppress the printing of report criteria on RO Schedules and Infraction reports

- Added code to remove commas and colons from the name added to payment link when sending statements

- Improved performance while loading results grid for all report types

- Added password protection option for statements and projected statements

- Enhanced grid to reflect the password status when running password protected reports, it will now display red text on a grey background if a password cannot be generated.

- Added tooltips to indicated why rows are disabled in the grid (no email, or no password)

- Added mail merge fields for both RO and SB passwords

- Added new report formats to improve cleanup of temp files

- Reversed positions of the query and report format drop down lists

- Added Query Search to right click menu on Query drop down list

V 1.6.6 (27SEP2011)

- Added Reply To email on SB and RO email settings tab

- Added auto continue option when email errors are encountered, exceptions written to desktop file

- Added Send Receipts functionality

- Added additional Addressee and Salutations to use in email templates

- Now ignores email addresses that do not have an @

- Added right-click functionality to query drop down and report format drop down to show config forms

- Fixed bug: Actions not being added when sending general emails

- Fixed bug: Action type in settings didn't save for general emails after exiting FE

- Added check/prompt for at least one contact type select for email

- Fixed bug: Adding a blank rectangle for custom statement text not specified

- Added ability to specify paths for output files

V 1.6.5 (19SEP2011)

- Improved error handling for importing payments

- Importing payments now applies deposit defaults (except comments)

V 1.6.4 (14SEP2011)

- Payment date when importing payments now defaults to deposit date

V 1.6.3 (27JUN2011)

- Update to not overwrite custom statement backgrounds with updates

- Fix for DiamondMind import when student detail column is missing final comma

V 1.6.2 (9JUN2011)

- Added ability to send an email without a report attached

- Added ability to sort recipient list by last name

V 1.6.1 (06APR2011)

- Updated for online tuition payment import into deposits

V 1.6.0.1 (18JAN2011)

- Fixed issue saving updated Diamond Mind URL

V 1.6.0 (05JAN2011)

- Added DiamondMind integration for online bill payments

- Added utility to import online transactions into payment deposits

V 1.5.3 (09NOV2010)

- Fixed port number setting for RO reports email settings not being saved

- Fixed preview report link on email preview form not working for RO reports

- Fixed SB "from email" showing on email preview form instead of RO "from email"

V 1.5.2 (13SEP2010)

- Added "Content-disposition" tags to email attachment headers (necessary for some email encryption services)

V 1.5.1 (13SEP2010)

- Added ability to add an attachment to outgoing emails
- Added ability to send report cards, infraction reports, and schedules from Registrar's Office (optional upgrade)
- Added option to create a performance log for diagnostics

V 1.1.2 (08JUN10)

- Added SSL encryption option for SMTP settings

V 1.1.1 (08DEC09)

- Added multi-select list for multiple email (contact) types
- Added function to request read receipts from recipients
- Added option to apply grid lines to statements
- Added option to replace label "STATEMENT" with custom text

V 1.0.2 beta (MAY09)

- Fixed PDF template file location
- Fixed .NET Framework 3.5 dependency
- Fixed AxXStandard wrapper class issue

V 1.0.0 beta (MAY09)

- Initial beta release