

# RapidMail

The mailing interface module RapidMail provides you with a function for sending mass mailings in PC CADDIE. This module must be licensed. It allows you to send personalised mass mailings with HTML attachments directly from PC CADDIE, e.g. for sending newsletters.

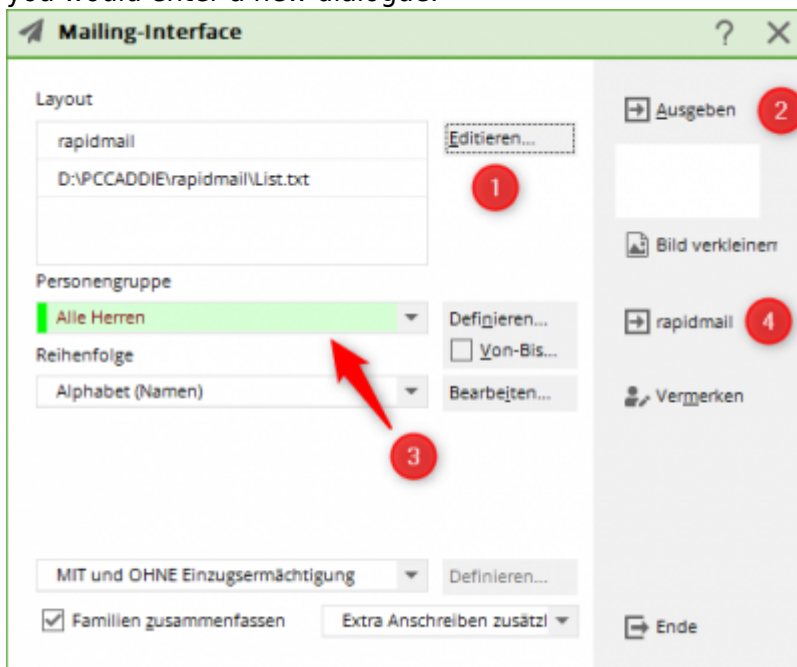
Rapidmail itself offers DSGVO-compliant newsletter dispatch, a completely web-based editor with drag and drop function, dispatch of the newsletters takes place via the Rapidmail infrastructure.

For the use of the interface to Rapidmail, a separate, fee-based agreement with the provider Rapidmail is necessary. You can find out about these costs from the provider.

## Upload

### 1. output of the persons in a file in the PC CADDIE

In the register of PC CADDIE one can click on the element „Mailing-Interface“ under Contacts. This opens a mailing interface dialogue. Under Layout you can then select „rapidmail“ on the „Edit...“ button. User name and password must be entered in the same dialogue. The person group is important because the recipient list is based on the selected group. The order can be adjusted as needed. On the button „Output“ the user is asked whether the file output should be started. Here the user can confirm the output with „Start file output“. A new dialogue with the title „Select contact person“ appears. Here the user can select the partner and click on „OK“. In the dialogue „Mailing-Interface“ a box shows how many persons have been output. By clicking on the button „rapidmail“ you would enter a new dialogue.

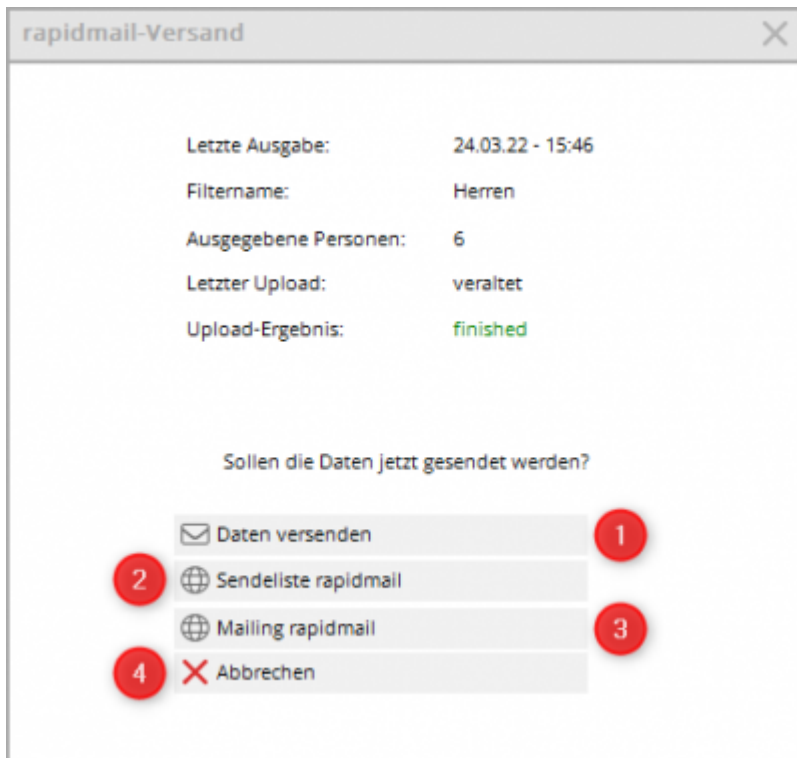


Button	Name	Description
1	Edit button	Selection of the mailing variant (rapidmail, SuperMailer, MailProfiler)
2	Output button	Output of the persons to a file (List.txt)
3	Person group	Selection of person group

Button	Name	Description
4	Upload to rapidmail	Upload the persons in the file (List.txt) to rapidmail

## 2. rapidmail dispatch

As soon as the button „rapidmail“ is clicked in the „mailing interface“, the dialogue „rapidmail dispatch“ appears. Last output,„ means the time at which the file created with the persons was last sent out. The filter name is the selected group of persons in the „mailing interface“. Issued persons“ means the number of persons that have been created in the file. „Last upload“ means the time when the file was last sent to rapidmail. „Upload result“ indicates whether the file was successfully sent to rapidmail.



Button	Name	Description
1	Send data	The output file with the persons is sent to rapidmail
2	Mailing list rapidmail	Forwarding to the recipient list website of rapidmail
3	Mailing rapidmail	Forwarding to the mailing website of rapidmail
4	Cancel	Cancellation of the rapidmail mailing, you are redirected to the „mailing interface“.

There are two ways to get to the recipient list of rapidmail.

On PC CADDIE, you can click on the second button „Send list rapidmail“ on rapidmail dispatch, or click on the tab „Recipient list“ on rapidmail.de.

Variant	Brief description	Image
1	Send list rapidmail on PC CADDIE	
2	Register rapidmail on rapidmail	

In the mailing of rapidmail you can send emails with a template of rapidmail or you create your own template. What is advantageous here is that you can save all the templates to use them the next time.

Column name	Short description
Title	Title of the person (Dr.)
firstname	First name of the person
lastname	Surname of the person
gender	Sex of the person
birthdate	Date of birth of the person
extra1	Salutation
extra2	Form of address with dear/honoured
extra3	Second address
extra4	Language

