

DocBox & sending email or scans to PlanManager.


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Many scanners and printers have the function to scan a document and/or photo (Min 1MB) and send the scanned document and/or photo to an email address. If you have this scanner, then you can adjust the settings for the document and/or photo to be loaded directly into your PlanManager.

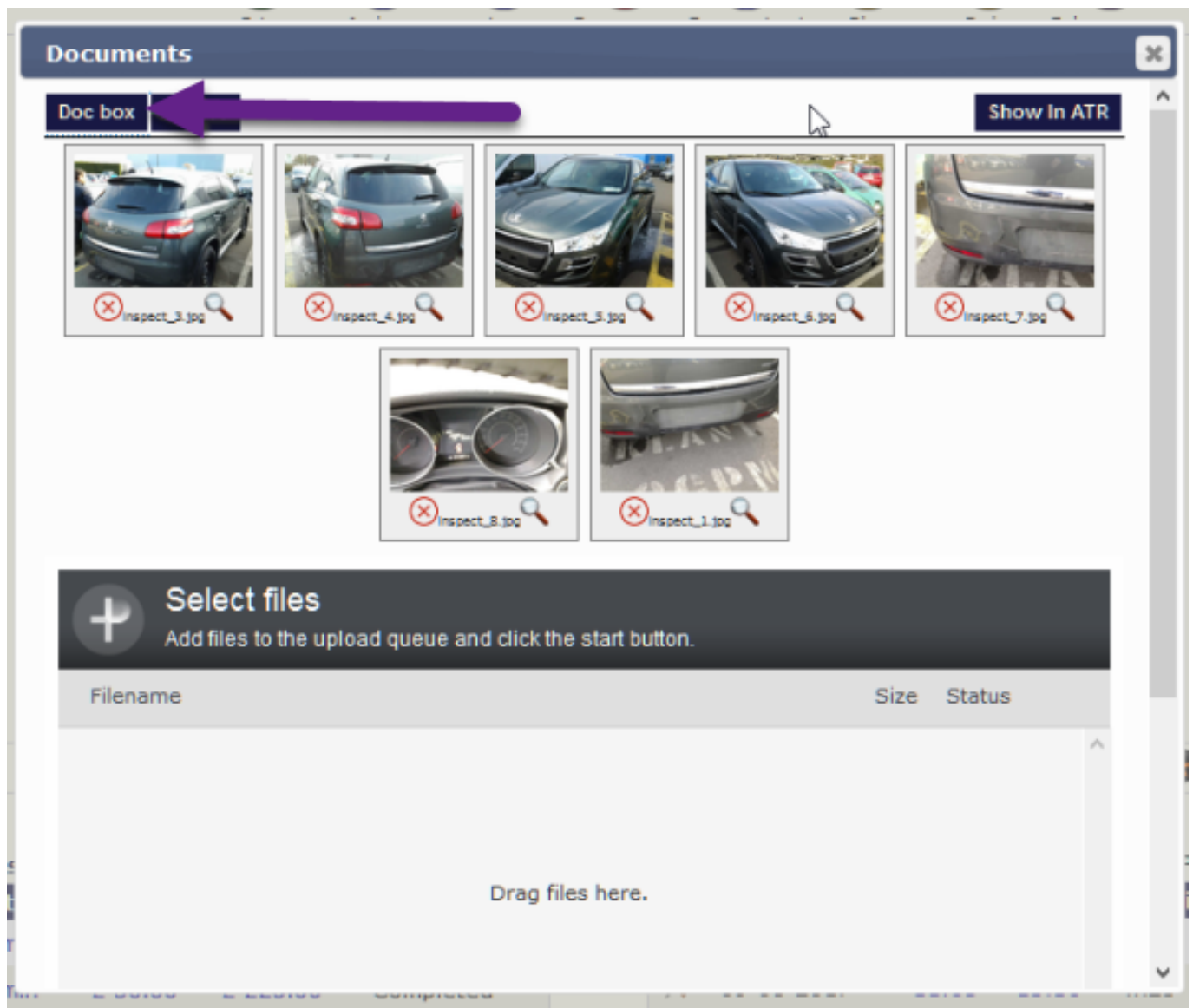
To what email address should I send my document?

Send your document by mail to: in@mail.planmanager.be or in@mail.planmanager.com . Use your e-mail client or scanner to send the mail.

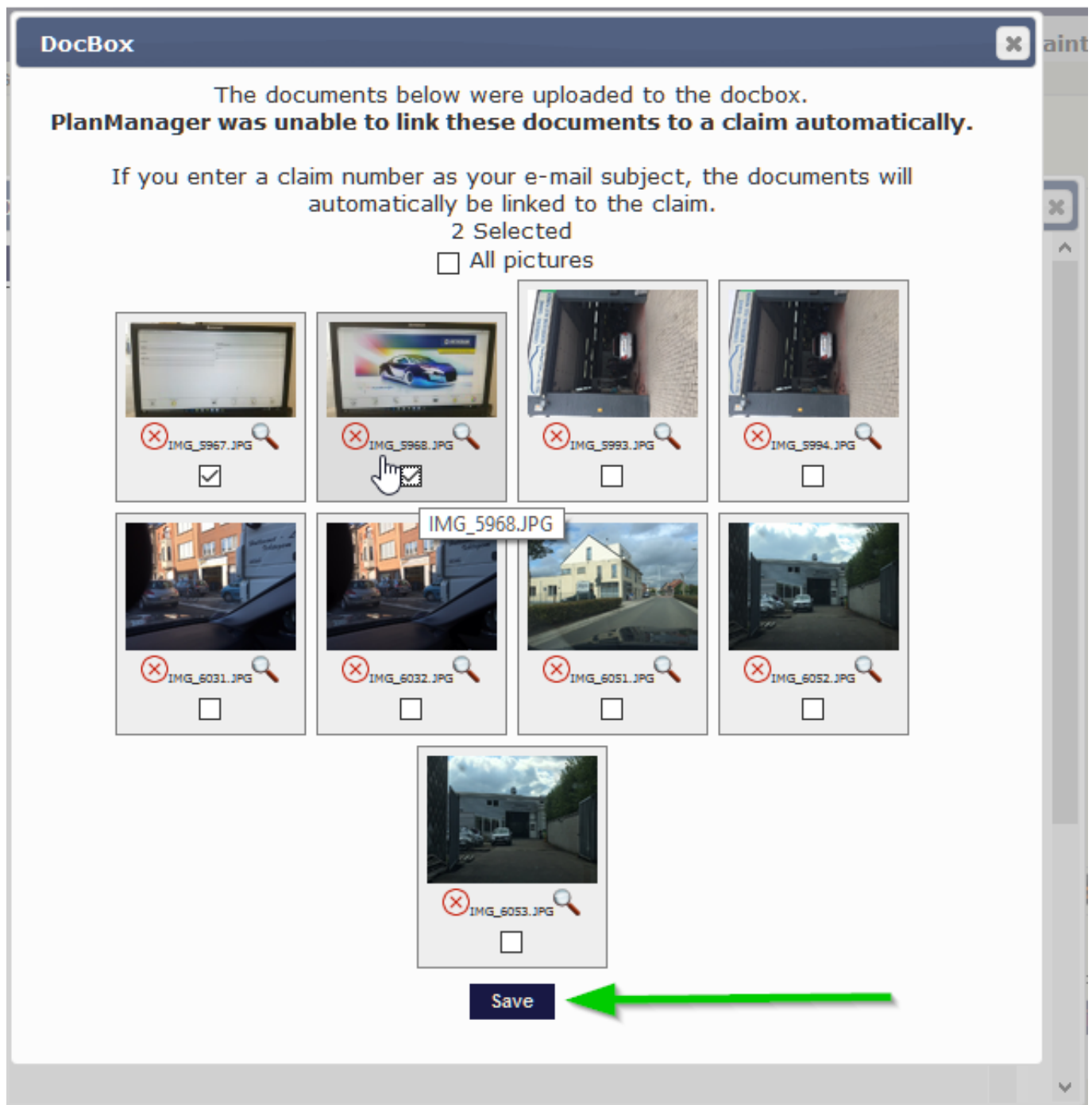
Where can I find the documents in PlanManager?

After sending the e-mail, open the job to where the document has been sent. Click the Documents  button. This will open the Documents screen.

At the top of the screen to the left, you will find a button with the name Doc box.



Click Doc box, you'll see a new window where you can see the first 100 documents that were sent to PlanManager. Select the documents you want to link to this folder and click on import.



If you enter a job number as your e-mail subject, the documents will automatically be linked to the job.

In the same way, you can send attachments from mails to PlanManager by forwarding these emails to in@mail.planmanager.com

Be sure your e-mail address is known in PlanManager and that DocBox is ticked in maintenance - personnel, otherwise this won't work. Same for the email address your scanner send his mails from.

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Personnel data

Lastname Smets

Forename JM

Number Number

[Click here to change the address.](#)

Phone Phone

Email s@gmail.com


Use e-mail for Docbox X

Contact JM Smets

Contact Phone Contact Phone

Contact Email Contact Email

Be sure to create a new user for this scanner in “Maintenance - Organization - Personnel” with the e-mail address of the scanner noted. Don’t forget to put in a password as well.



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Personnel data

FirstnameScanner

ForenameFront Office

NumberNumber

PhonePhone

Emailfrontofficescanner@mail.com

Use e-mail forDocbox X

ContactContact Name

Contact PhoneContact Phone

Contact EmailContact Email

Click here to change the address.

Show Identity data

Unique solution ID: #1581
Author: Jean-Marie
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