

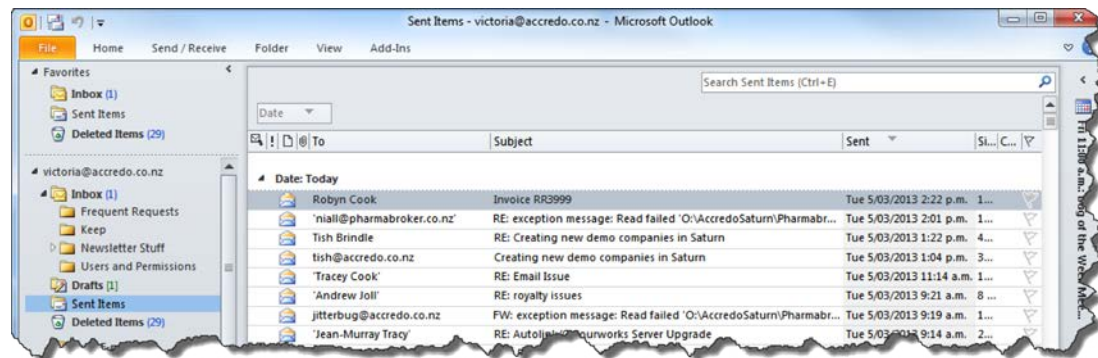
## Tips & Tricks

### Linking Emails to Master Files

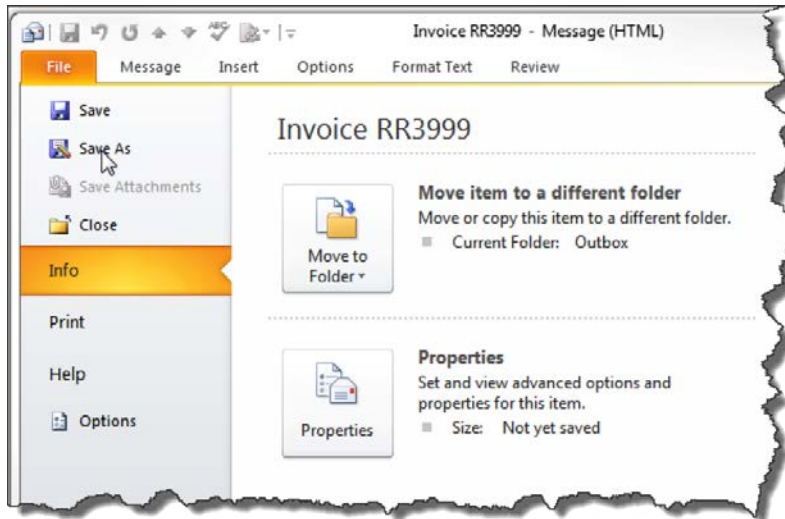
**Did you know it's easy to save an Email and link it to a Master File (such as a Creditor or Customer) or a Transaction, so you can view it from Accredo?**

I will demonstrate linking an Email to a Creditor. (Note that some of the screen shots may look different to what you see on your PC depending on your Email program and your PC's Operating System.)

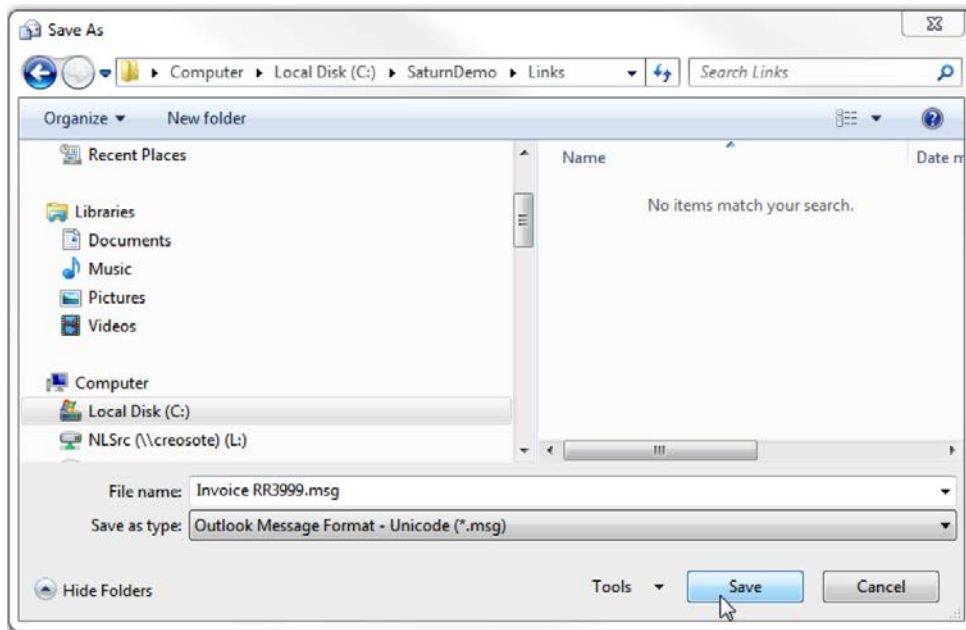
Go to your Email program and select the Email you want to save and link to. →



Open the Email then click Save As



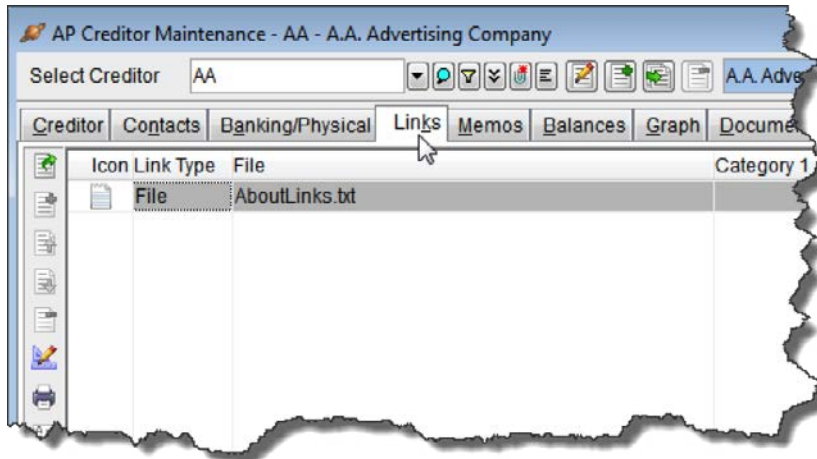
And browse your Accredo\Links folder. (If you are using Private Customisations then the Links folder will be in the Data Directory of the company you are working in). →



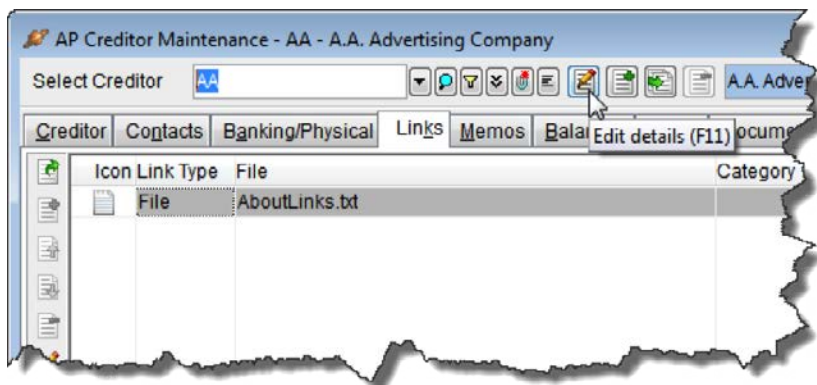
Then click Save. →

Now you can link the Email file to the Creditor.

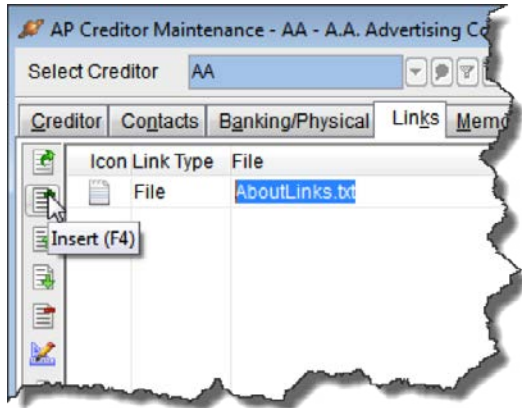
Maintain > Accounts Payable > Creditors [Select Creditor] > Links Tab



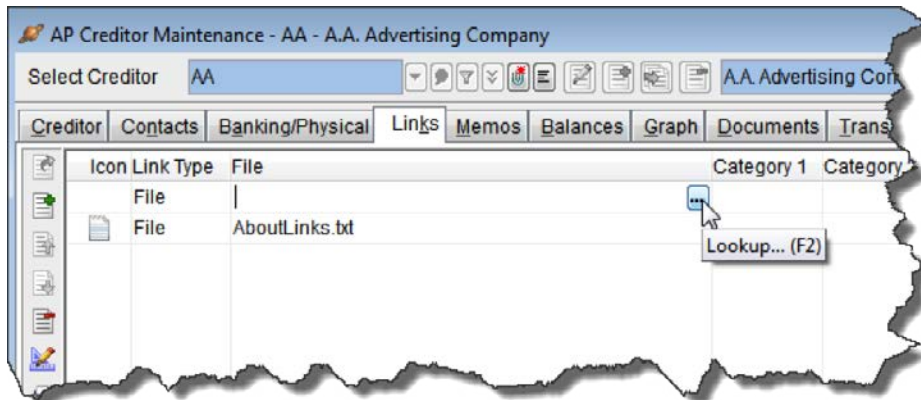
Click Edit or press F11. →



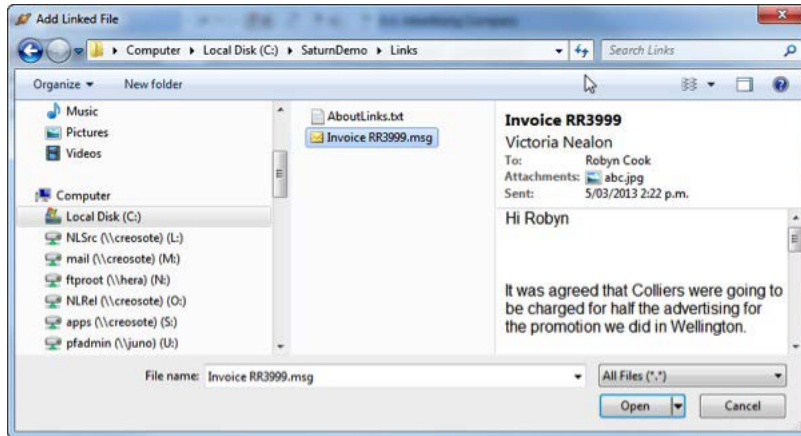
Click Insert (or Press F4)



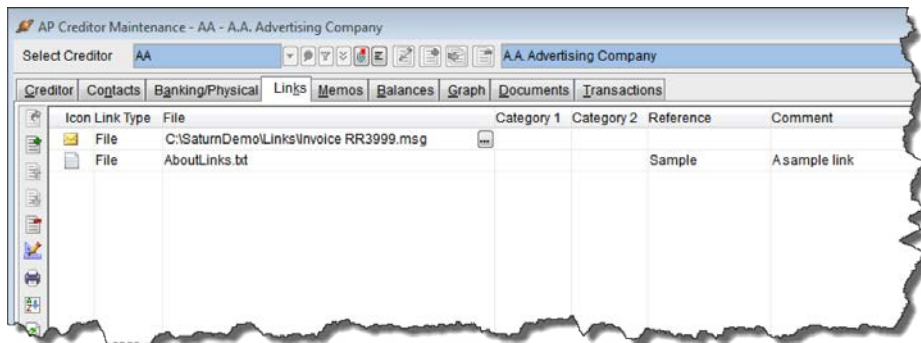
Click the Lookup Button in the new line you added in the Grid (or Press F2) →



Your Links Folder will open. Select your saved Email file and then click Open (or just double click on the Email file)



The Link to the Email will now appear in the Grid.



From here, you can double click the Email Icon to open the Email Message.

