

How to add automatic emails to pre-existing bookings

1. Go to *Emails/Letters > Automated emails/SMS*.
2. Click Add to existing bookings:

Automated emails / SMS

Existing Letter Groups

Add new group

Add to existing bookings

3. Select your filter options and what bookings should the letter group be applied to:

Select by:

From:  To: 

Booking records: **None found!**

Letter group(s)

Guest emails (Applies to: All Bookings)

[Bookings | Agents | Enquiry]

4. Click Add letter group.
5. Click OK.
6. You will then see a "Successfully processed" message appear, for example:

Guest emails (Applies to: All Bookings)

[Bookings | Agents | Enquiry]

Successfully processed: 2017-04-01 - 2017-04-07

Successfully processed: 2017-04-08 - 2017-04-14

Successfully processed: 2017-04-15 - 2017-04-21

Warning:

Please ensure you have all schedule settings for your letters correct before adding to pre-existing bookings to avoid any errors.

Please note:

Auto scheduled emails are not added to iCal or cross-updated bookings. These bookings are meant to block out dates only. They are not meant for guest communication.

We have created handy webinars which will help you utilise auto-emails:

[How to use Auto emails to help your self-catering business thrive](#)

[How to set up and use Automatic emails](#)