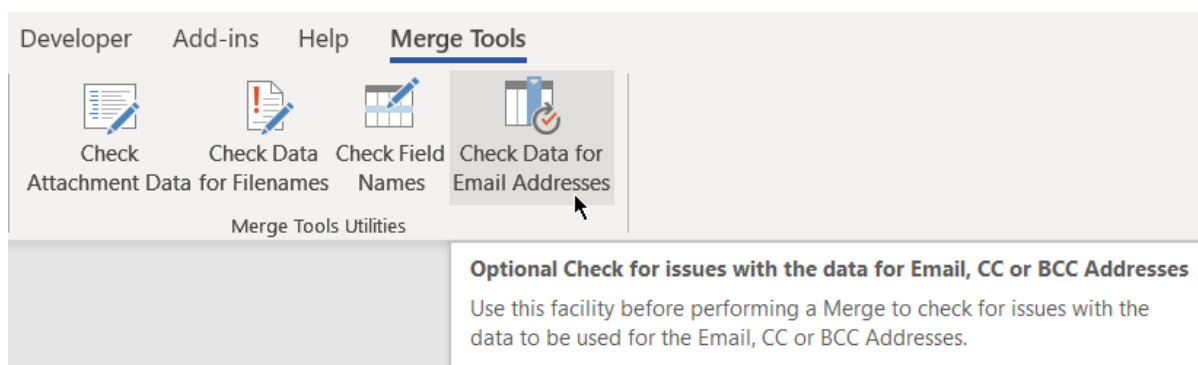
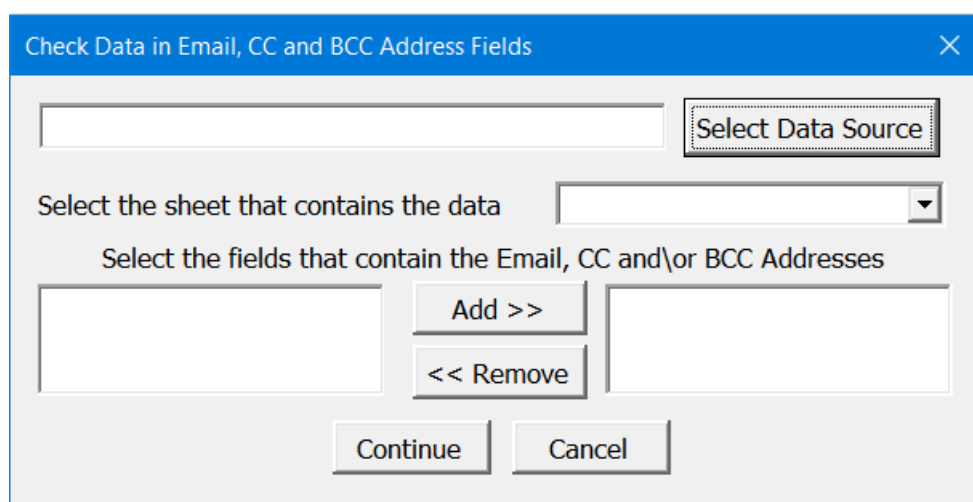


## Using the Check Data for Email Addresses Facility

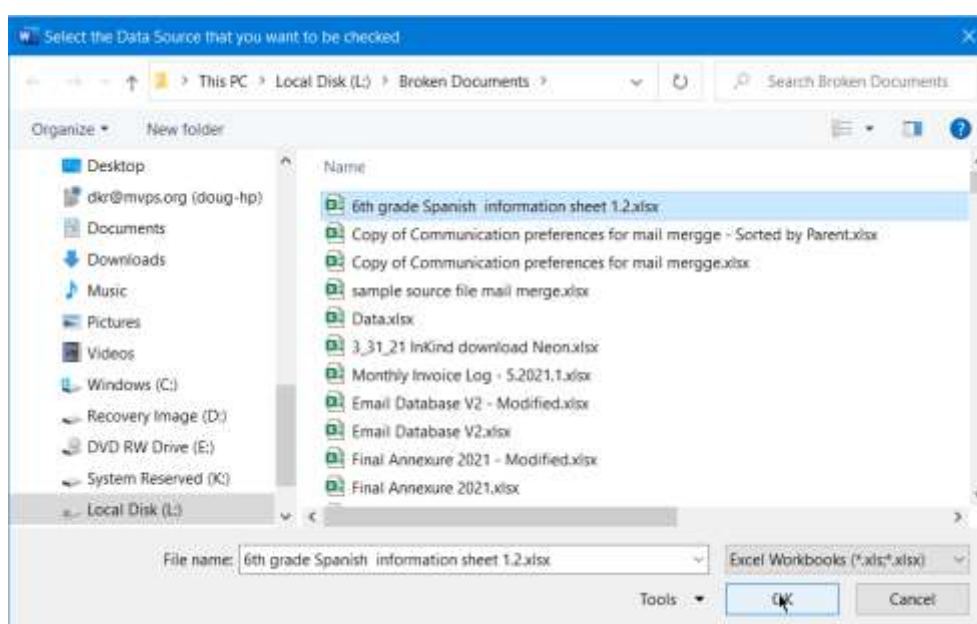


The Check Data for Email Addresses facility can be used to check the data in the data source that is to be used for the Email, CC or BCC Addresses of the messages that are created by the various facilities.

When the Check Data for Email Addresses button is used, the following dialog will appear:



When the Select Data Source button is used, a Dialog will open in which the data source can be selected



Then, the sheet in the workbook that contains the data must be selected from the Select the sheet that contains the data drop down,

Check Data in Email, CC and BCC Address Fields

L:\Broken Documents\1.28 FELLOWS Final Hotel Mail Select Data Source

Select the sheet that contains the data Sheet1

Select the fields that contain the Email, CC and/or BCC Addresses

CHECKIN  
CHECKOUT  
CONF

Add >> << Remove

TO  
CC

Continue Cancel

and, then from the list box on the left hand side, the field or fields that contain the data for the various email addresses must be selected and added to the list box on the right-hand side.

Then, shortly after the Continue button is used, if there are any issues with any of the email address data, a document will be created listing the records with which there are issues

#### EMAIL ADDRESS DATA PROBLEMS

There is a problem with the email addresses in the Field indicated. - Either the @ is missing or there is a semi-colon (;) after the last address.

The row number will be one more than the record number.

Record	Field	Email Address
1	CC	Cassandra.Esser@biotronik.com; fabio.vassao@biotronik.com;
6	CC	sandy.liebschner@biotronik.com; jamison.pendlum@biotronik.com;