The "Invoices by Mail" module allows to zip the invoice's pdf and to attach them to an email, It can be useful, for example, to send them to the business consultant.

In this module:
- customers and suppliers invoices can be managed separately and send to different addresses
- the files linked to an invoice can be included (or not) in the zip file

At the end ,invoices are marked as "*sent*", and excluded (or not) from further posts.

Installing and configuring

The "Invoices by Mai" module installation follows Dolibarr the standard practice:

- Download the package.
- Move the file into the root of the Dolibarr directory (<yourlocalhost>/dolibarr/htdocs).
- Extract the package.
- Go to your Dolibarr web interface and log in as an administrative user.
- Click *Setup*.
- Click *Modules*.
- Locate the module you just downloaded, is under the *Other Module* tab and click the Enable/Disable slider, so the module is enabled.

Now, the next step is to configure the module.
To do this:

- click the module setup icon
- fill the following form:

Address for submission of invoices	Email Address	Mail Subject	Mail body	Send attached documents
Customers	marcello.gribaudo@gmail.com	Soggetto	Corpo mail	OFF
Suppliers	marcello.gribaudo@gmail.com			OFF
Save				

- inserting the email address for customesr and/or for suppliers, you will enable the corrisponding email capability
- enter the mail subject and body
- you can enable or disable, for both types, the possibiliy to zip&send only the .pdf containg the invoice or also the other linked files

Sending a mail

In the "Financial" page, the left menu will now show the following two new items:

1. *Send customers invoices*: under the "Customers Invoices" menu
2. *Send suppliers invoices*: Under the "Suppliers invoices" menu

Selecting the item, you will have access to the following pages:

The filter page (upper part of the following image), where you can set your filter criteria, remove it, or search the invoices.

The invoice page (lower part), where you see the results of your search, you can select/deselect single invoices and finally, create and send the mail.

Once you press the [Create Mail] button, the mail with all the zipped and invoices will be generated and sent to proper address. The sent invoices are, at the end, marked as "*already sent*".