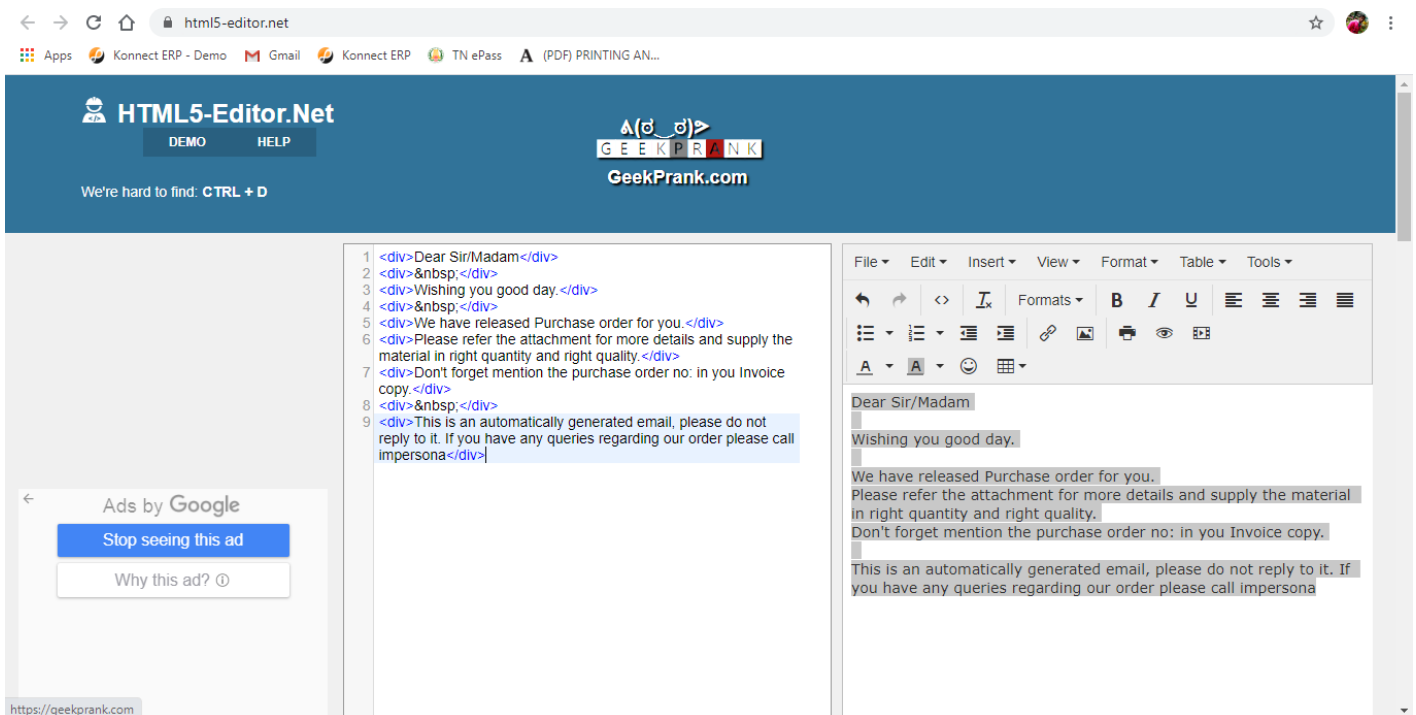


# Steps

- Open Konnect Action configuration window in Konnect ERP
- Select the organization or \* to configure for multiple org.
- Enter a name
- Select Konnect Email Report in KA\_Action\_Type\* field.Example (Purchase Order)
- Select Document action.
- Select the table for which the Email alert needs to be populated.
- Select theprint format that needs to be sent if any.
- Enter the Sql query in Sql WHERE field if any. Example (issotrx = 'N')
- Select the Subject which needs to be populated in mail. Example(Purchase Order from Konnect Analytics @DocumentNo@
- Enter the mail text.Steps for updating below.



1. Use this link <https://html5-editor.net/>
2. Enter the text which needs to be sent.And customize the options provided. In right side of the site.
3. In the left side the HTML code for your text provided will be displayed.
4. Copy the text.
5. And paste in Konnect action configuration window (Mail text) Field.

- Add the recipients in recipients Sub tab.
- Recipients type can be selected.
- Enter the recipients Email address in email address field.
- If you want to configure to business partner enable the Business partner Dimension check

box. (In business partner->contact user subtab-> Enter the mail ID.

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