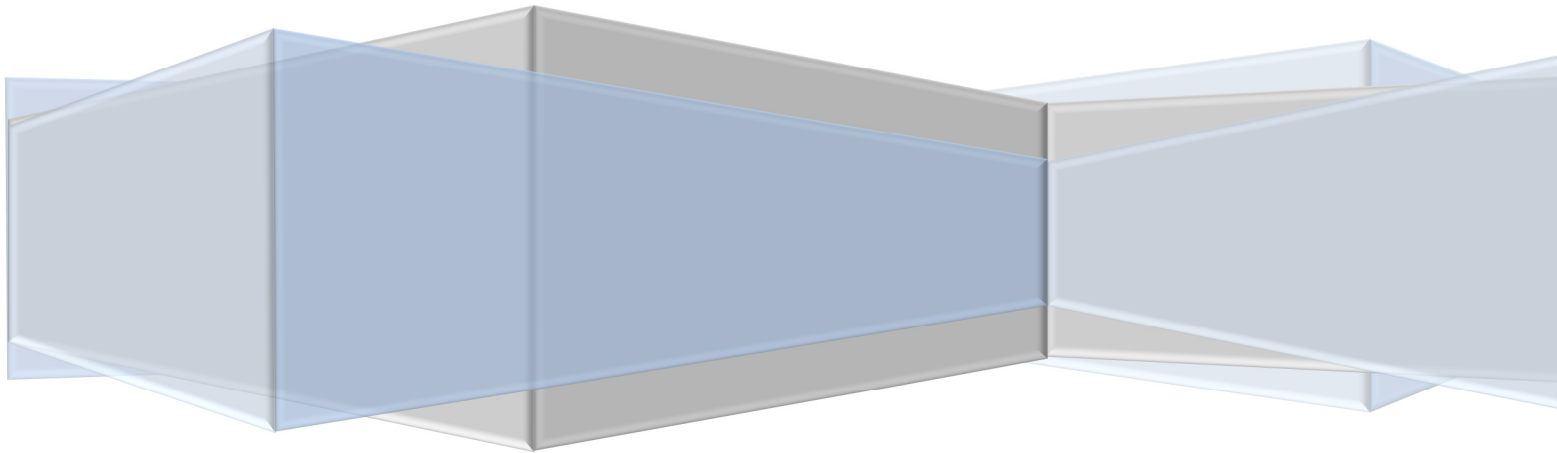




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ABM Support Bulletin #100

Creating Email Messages



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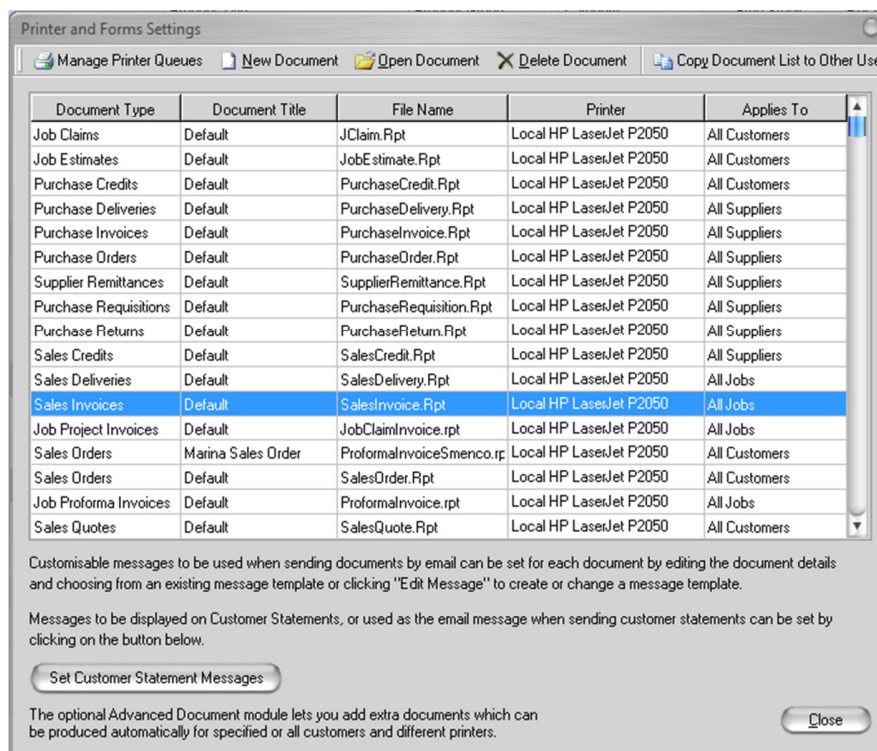
The user assumes the entire risk as to the accuracy and the use of this document.

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CREATING EMAIL MESSAGES

You can add an email message to the document and this will replace the standard email message produced by ABM when e-mailing a document. To add an email message select Printer & Forms Settings and select the document you wish to add the message to and select open document. This will open the Document Maintenance screen.



PRINTER & FORMS SETTINGS SCREEN

When the document maintenance screen is opened select Edit Message. When you save the document message it will be available from the drop down list for selection on further documents.

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The Document Maintenance dialog box contains the following fields and controls:

- Document Name:
- Type of Document:
- Produce for:
- Include:
- Exclude:
- File Name:
- Send document to:
- If printed, send to: No. of Copies:
- If emailed, use message:
- The forms selected for individual workstations can be changed by using the Forms Settings menus in the transaction programs
- Include Attachment(s):

FileName	Incl. on Ema	Incl. on Print	Incl. on Fax
<No data to display>			
- Send to Queue: Print After: Priority:
-

EDIT MESSAGES SCREEN

When you select Edit Message a screen will appear allowing you to build your email message.

The Define Email Message for Sales Invoices dialog box contains the following fields and controls:

- Buttons:
- Select a Message:
- Description:
- From Address:
- Reply To Address:
- Subject:
- Plain Text ☒ HTML ☐
- To insert a field, drag it to the message:

CompanyName	CompanyEmailRemittances	DocumentName
CompanyAddress	CompanyFaxNumber	DocumentNumber
CompanyURL	CompanyTransferInfo	CustomerCode
CompanyTaxNumber	TaxName	CustomerName
CompanyConditionsOfSale	DocumentDate	OrderNumber

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New Message: To create a new message select New and enter a description for that message. You can then design you email message.

From Address: If you wish to have a universal email address for you company you can enter the from address. This will override the sending email account in Outlook. Example Sales@EvalCo.Com

Reply Address: If you wish to enter a different email address so that the recipient can reply to an alternative address enter that address here. Example accounts@EvalCo.Com

Email Message: You can create the message to appear as Plain Text or HTML format. Once you have decided on the format you can type in any message you require. You can add fields from the database such as customer name by dragging these fields onto the main body of the form. **TIP:** If you drag in the customer name and then wish to add the address on the next line then select the enter key to move to the next line before dragging the next field.

Save: When you have completed the message select save and this will save the document. Select Close to close the message edit screen.

Edit Message: If you wish to edit an email message select that message from the drop down list and then make the required changes or select Delete if you no longer require this message.