



Set Email Defaults

Wendy D - 2018-07-13 - in ESP Admin

In the Emails section, users can customize the email information for sales documents. Use the dropdown to select the sales documentation you would like to customize.

Email Details

Configure your in-app email settings for ESP

Send email replies to

Individual Sender's Email Address (Controlled By User)

CC the following when sending emails

Use the "Send email replies to" dropdown to select which a reply address. Then, enter text in the subject line and Email message boxes. Use the Add Fields option to include automatically generated fields, such as the Customer or Date.

Subject line

New Order Acknowledgement {{ Order.Number }} from {{ CompanyProfile.Name }}

Add Fields ▾

Email message

Hello,

Thank you for your business. Please sign this Order Acknowledgement. We appreciate your business and look forward to working with you again soon.

Add Fields ▾

[Restore Defaults](#)

Note: When adding fields, be sure to separate them with a space.

Email message

Hello,

Please review this Sales Order: {{ Customer }}{{ Order.Date }}

The Email Signature will be applied to all document types.

When you are finished making changes, click on the Save button.