



Yes, there is a way to set up canned responses! On a per document basis you can list the subject/body to pre-populate by going to **Administration > System Initialization > Print Preferences**. Click on the "Per Document" tab and you'll notice there's email information at the bottom of the screen:

The screenshot shows the 'Print Preferences' dialog box with the 'Per Document' tab selected. The 'Document' dropdown is set to 'Sales Order'. The 'When Adding Document' section has four unchecked checkboxes: 'Export to MS-Word', 'Print Document', 'E-Mail Document', and 'Export to PDF'. The 'When Batch/Serial No. Exist, Print' dropdown is set to 'Document and Batch/Serial No.'. The 'Print Layout Designer Preferences Only' section has four checkboxes: 'Print Picking Sheet' (unchecked), 'Print Discount Data' (checked), 'Print Mfr Catalog No. Instead of Item Number' (unchecked), and 'Print Amounts' (checked). The 'E-Mail Subject' field contains 'Order Confirmation'. The 'E-Mail Body' field contains the text: 'Thank you for your order! Attached is the Sales Order; please verify for accuracy and contact us at sales@abcbrewery.com with any questions.' There are two 'Inserted Predefined Texts' buttons, one in the 'E-Mail Subject' field and one in the 'E-Mail Body' field. At the bottom are 'Update' and 'Cancel' buttons.

Print Preferences

General Per Document Per Report

Document: Sales Order Permanent Remarks for Printing

Print Layout Designer and Crystal Reports Preferences

When Adding Document:

☐ Export to MS-Word

☐ Print Document

☐ E-Mail Document

☐ Export to PDF

When Batch/Serial No. Exist, Print Document and Batch/Serial No.

Print Layout Designer Preferences Only

☐ Print Picking Sheet

☒ Print Discount Data

☐ Print Mfr Catalog No. Instead of Item Number

☒ Print Amounts

E-Mail Subject

Order Confirmation

Inserted Predefined Texts

E-Mail Body

Thank you for your order! Attached is the Sales Order; please verify for accuracy and contact us at sales@abcbrewery.com with any questions.

Inserted Predefined Texts

Update Cancel

This will pre-populate this text every time I email a Sales Order (you'll notice the drop-down at the top allows you to choose other documents as well).



Furthermore, a signature can automatically be added to an email as well by setting them up under **Administration > System Initialization > Email Settings**:

The screenshot shows a window titled "E-Mail Settings". Inside, under the heading "Signature To Be Used", there are three radio button options: "Common", "Company", and "User". The "User" option is selected. Below these options are three tabs: "Common E-Mail Signature", "Company E-Mail Signature", and "User E-Mail Signature". The "User E-Mail Signature" tab is active, displaying a yellow text box with the following content: "Thanks!  
Bob Smith  
ABC Brewing Company".