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Configured Emails

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Overview

Configured Emails allow you to set up default emails to use when emailing documents from within SalesPad Cloud.

To get started, select **Configured Emails** from the Settings menu.

Setup		POS	Reports	Other
Location Payment Terms Price Level Price Lists	Sales Document Type Sales Territory Salesperson Shipping Method	Discounts Employees Grid Menu Setup Sync Logs	Dynamic Grid Reports Sales Analysis File Import History	Configured Emails Integration Dashboard Inventory Reconciliation System Settings
Purchase Order Type Account Class	Tax Schedule Item Class	Till Counting Till Drawer	Grid Reports Report Designer	Manage Security Company Card Manage Organization
Contact Method Type Currency Customer Class	Payment Methods Reason Codes Tax Agencies			
Customer Type Email Templates Entity Number	UofM Type User Field Definitions Vendor Class			
Fee Type Interaction Type	Vendor Type Workflow			

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Configured Emails

Create a Configured Email

To create a Configured Email, click the **New Email** button in the upper right-hand corner of the screen.



The Create Configured Emails drawer will appear. Fill out the information fields in this drawer.

For a brief explanation of the different information fields in the Create Configured Emails drawer, click the bolded text below:

Create Configured Emails

Host - Specifies the host for the email
Host Port - Specifies the host port for the email
User Name - Specifies the user name associated with the email
Password - Specifies the password associated with the email
From Email - Specifies the email address to use
From Name - Allows you to create a from name for the email
Use Authentication - If checked, the email uses authentication
Use TLS - If checked, the email uses Transport Layer Security (TLS)
Inactive - If checked, the email is inactive

When you've finished entering your information, click **Save**.

To send a test email from within SalesPad Cloud using the Configured Email, click the **Send Test Email** button from within the Create Configured Emails drawer.

To mark an existing Configured Email as inactive, check the Inactive box in the far right of the Configured Emails grid.

	New Email
	■ Columns
Inactive	

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See it in Action

When emailing a report from within SalesPad Cloud, the default "from" email address is determined by the Configured Email specified in your <u>System Settings</u>.

Categories		Email Settings	
Company Settings	25	Default Email salespad@salespad.net - SalesPad Cloud	ו 0
Data Import Settings	3	Surospudi@surospud.not Ourosi ud oroda	
Ebay Integration Settings	5	Default Email Subject Customer Name And Document Number	• 0
Email Settings	2		
Integration Settings	2		

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