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Document Email Indicator

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Overview

When you email a document from Sales Document Search, Purchase Order Search, or Sales Monitor, an EM code shows up in the status column to indicate that the document has been emailed.

Usage

Open the "Sales Document" search screen (go to Sales Documents and click search). For sales document # DC 1285 , notice the EM code in the status column on the far right of the page. This indicates the document has been emailed.

The screenshot shows the "Sales Documents" search screen. The top bar includes tabs for "Customer Search", "Customer: [AARONFIT0001] Aaron Fitz Electrical", "Security Editor", "Settings", "(ORDER) ORDST2284", "Sales Documents", and "(ORDER) ORDST2". Below the tabs are buttons for "Close", "Search", "Light Search", "Print", "Email", "Fax", and "Clear".

The "Search By" section contains fields for "Document #:", "Document ID:", "Selected Documents Only", "Customer:", "PO #:", and "Sales Person ID:". The "Document Types" section has checkboxes for "Quotes", "Orders", "Invoices", and "Returns". The "Source" section has checkboxes for "Open", "History", and "Void". The "Search Options" section has checkboxes for "Match Beginning" and "Max Results:" (set to 10), and a "Prior Months:" dropdown (set to 48).

The "Search Results" table displays a list of invoices. The columns are: Sales Doc T..., Sales Doc N..., Sales Doc ID, Doc Date, Source, Sales Batch, Customer..., Country Code, Customer P..., Status, Master Num, Created On, and Created By. The first row is highlighted, showing an invoice with status "FP EM".

Sales Doc T...	Sales Doc N...	Sales Doc ID	Doc Date	Source	Sales Batch	Customer...	Country Code	Customer P...	Status	Master Num	Created On	Created By
INVOICE	STDINV2267	STDINV	8/17/2018	History	sa	AARONFIT...	US		FP EM	414	8/17/2018	test
INVOICE	STDINV2260	STDINV	4/12/2017	History	SOP INVOI...	AARONFIT...			FP	339	3/2/2014	sa
INVOICE	STDINV2252	STDINV	4/12/2017	History	sa	AARONFIT...			FP	83	4/12/2017	sa
INVOICE	STDINV2228	STDINV	4/12/2017	History	WMS BATCH	AARONFIT...			FP	204	4/12/2017	sa
INVOICE	STDINV2227	STDINV	4/12/2017	History	MAYORD	AARONFIT...			FP	83	4/12/2017	sa
INVOICE	STDINV2222	STDINV	3/30/2017	History	sa	AARONFIT...			FP	310	4/12/2017	sa
INVOICE	STDINV2220	STDINV	3/28/2017	History	sa	AARONFIT...			FP	308	4/12/2017	sa
INVOICE	STDINV2219	STDINV	3/27/2017	History	sa	AARONFIT...			FP	307	4/12/2017	sa
INVOICE	STDINV2203	STDINV	3/14/2017	History	sa	AARONFIT...			FP	291	4/12/2017	sa
INVOICE	STDINV2202	STDINV	3/14/2017	History	sa	AARONFIT...			FP	290	4/12/2017	sa
INVOICE	STDINV2190	STDINV	3/4/2017	History	sa	AARONFIT...			FP	278	4/12/2017	sa
INVOICE	STDINV2189	STDINV	3/4/2017	History	sa	AARONFIT...			FP	277	4/12/2017	sa
INVOICE	STDINV2176	STDINV	2/25/2016	History	sa	AARONFIT...			FP	264	4/11/2017	sa
INVOICE	STDINV2166	STDINV	2/19/2016	History	sa	AARONFIT...			FP	254	4/11/2017	sa
INVOICE	STDINV2145	STDINV	1/24/2017	History	sa	AARONFIT...			FP	233	4/9/2017	sa
INVOICE	STDINV2144	STDINV	1/23/2017	History	sa	AARONFIT...			FP	232	4/9/2017	sa
INVOICE	STDINV2131	STDINV	1/8/2017	History	sa	AARONFIT...			FP	219	4/8/2017	sa

At the bottom, there is a filter bar with a search criteria: "[Source] = 'History' And Contains([Customer Num], 'aa')".

You can also view the EM code from the "Sales Monitor" screen. Click **Sales Monitor** and **Refresh**. You will notice the EM in the status column for order # D 6855 .

Customer: [AARONFIT0001] Aaron Fitz Electrical									
<div> Close Refresh Hide Auto Queues Expand All Collapse All Refresh Manually Last Refresh: 11:11 AM Search: Sales Rep: (all) </div>									
ALL ORDERS (SPECORD) ORDERS (STDORD)									
ID	Count	Doc#	Doc Date	Customer	Req Ship Date	Total	Rep	Status	
Batch: NEW ORDER									
ENDING	1	ORDST2265	08/03/2018	Aaron Fitz Electrical	08/03/2018	0.00	PAUL W.	ZL FPD	
_SP_ORDER	1	ORDST2266	08/03/2018	Aaron Fitz Electrical	08/03/2018	0.00	PAUL W.	ZL FPD	
DOCS	1	ORDST2267	08/03/2018	Aaron Fitz Electrical	08/03/2018	21.40	PAUL W.	FP	
EMAIL	3	ORDST2268	08/07/2018	Aaron Fitz Electrical	08/07/2018	21.40	PAUL W.	FP	
NEW WHATEVER	1	ORDST2269	08/07/2018	Aaron Fitz Electrical	08/07/2018	0.00	PAUL W.	FP FPD	
ORDERS4/12	1	ORDST2270	08/15/2018	Aaron Fitz Electrical	08/15/2018	20.00	PAUL W.	BO PBO PP	
READY TO PICK	21	ORDST2271	08/15/2018	Aaron Fitz Electrical	08/15/2018	20.00	PAUL W.	FP	
WMSORDER ORDER	2	ORDST2272	08/29/2018	Aaron Fitz Electrical	08/29/2018	0.00	PAUL W.	ZL FPD	
ORDER	2	ORDST2273	08/29/2018	Aaron Fitz Electrical	08/29/2018	0.00	PAUL W.	ZL FPD	
BKORD BACKORDER	2	ORDST2274	08/30/2018	Aaron Fitz Electrical	08/30/2018	0.00	PAUL W.	FP FPD	
SALES BACKORDER	2	ORDST2275	08/31/2018	Aaron Fitz Electrical	08/31/2018	20.00	PAUL W.	FP	
CAINV INVOICE	2	ORDST2276	08/31/2018	Aaron Fitz Electrical	08/31/2018	20.00	PAUL W.	FP	
FULORD INVOICE	2	ORDST2277	09/04/2018	Aaron Fitz Electrical	09/04/2018	20.00	PAUL W.	BO PBO PP	
POSINV INVOICE	2	ORDST2279	09/04/2018	Aaron Fitz Electrical	09/04/2018	518.95	PAUL W.	FP FPD	
RMAINV INVOICE	2	ORDST2280	09/05/2018	Aaron Fitz Electrical	09/05/2018	114.169	PAUL W.	FP	
SERVINV INVOICE	2	ORDST2281	09/06/2018	Aaron Fitz Electrical	09/06/2018	0.00	PAUL W.	ZL FPD	
CONTRACTS	40	ORDST2282.2	09/07/2018	Aaron Fitz Electrical	09/07/2018	38.80	PAUL W.	EM	
SPECINV INVOICE	1	ORDST2283	09/13/2018	Aaron Fitz Electrical	09/13/2018	19.40	PAUL W.	BO FBO	
INVOICE	1	ORDST2284	10/01/2018	Aaron Fitz Electrical	10/01/2018	19.40	PAUL W.	BO FBO	
SLS SEP FULFILL	1	ORDST2285	09/17/2018	Aaron Fitz Electrical	09/17/2018	0.00	PAUL W.	ZL FPD	
STDINV INVOICE	1								
_SP_ORDER	1								
DOCS	1								
ENDING	1								
INVOICE	2								
NEW ORDER	2								
SVCZERO INVOICE	2								
CARTN RETURN									
RMAITN RETURN									
127		20		853.519					