



## Faxing a Sales Document

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### Overview

In addition to printing and emailing functionality, SalesPad allows the option of faxing sales documents and purchase orders.

### Settings

In order to send faxes through SalesPad, the *Email to Fax Format String* must be configured in the Settings module. To configure this, filter to "fax":



Fill in the "{0}" with the fax number. This number will be sent to the fax provider (MetroFax in this example).


The text after the "@" symbol will change depending on what fax provider is in use.

The Email setting must also be configured. (Email server/IP, SMTP User, SMTP Password, SMTP Port. Refer to the [Emailing and Email Templates](#) document or the [Settings Guide](#) for more information.)

### Security

To enable faxing, *Print Report* must be enabled in the Security Editor.



1. Open a Sales Document or Purchase Order
2. Click the **Print** button
3. Select desired report(s)
4. Click **Fax...**  

5. Select the To fax number from the dropdown, or type in a fax number
6. Click **Send**