How do I email/fax/print a sales document?

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Emailing, faxing, and printing are all performed from the Print dialog. Open the sales document you would like to print and click Print*****. Select the report to print and select either Email, Fax, Quick Print (to print using the default printer), or Print to... (to find a printer before printing). You can also click Preview to get a preview of the report before emailing, faxing, or printing.

Emailing and Faxing in SalesPad GP requires proper setup:
• For faxing, set the Email to Fax Format String in the Settings module.

> Accepted formats include:
>
> {0}@metrofax.com
>
> When you hit the Fax button, SalesPad GP sends your fax provider (ex. MetroFax) an email with the fax number and a .PDF copy of the file to send, which the provider will fax to the recipient on your behalf.
> If you need a low-cost web-based fax service, many of our customers are using MetroFax.

• For emailing, refer to the SalesPad GP [Emailing and Email Templates](#) for more information.

Note: In versions 4.1 and later, there are "Print Allowed" security settings that must be enabled in order to print sales documents (Ex: Security Editor > Sales Documents > Print Allowed allows printing from a sales document and Security Editor > Sales Batch Processing > Print Allowed allows printing from the Sales Batch Processing module).

*Note: You can also print, fax, or email multiple documents at once using [Sales Batch Processing](#). In versions 4.1 and later, you can also print, fax, or email multiple selected documents from the [Sales Document Search | SalesPad Desktop](#) screen.