



## Send Email Form Ability to Free Type in BCC Field

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### Overview

When sending an email from a sales document or purchase order in SalesPad, you now have the ability to free type in the Blind CC (BCC) field. Previously, you could only select email addresses from a dropdown.

### Usage

While in a Sales Document or Purchase Order, or in Sales Batch Processing under Sales, click Print. This brings up a print screen. Click the **Email** button.

ReportName	Printer	Copies
<input checked="" type="checkbox"/> Bill of Lading		
<input type="checkbox"/> DC Picking Ticket		
<input type="checkbox"/> Excel Sales Document		
<input type="checkbox"/> Order Confirmation		
<input type="checkbox"/> Order-Item Options		
<input type="checkbox"/> Packing Slip		
<input type="checkbox"/> Picking Ticket		

This brings up the “Send Email” form. Here you will see various Email Options, including “CC” and “Blind CC” ( BCC). You can begin typing freely in the BCC field.

Send Email

Email Options:

Report:

Bill of Lading

Subject:

D6114.1 - Bill of Lading

Send To:

bob@afe.com

CC:

BCC:

greg@yahoo

From:

Display Name:

Reply To:

☐ Send Report As HTML

Templates

Name

Recent Shipment

Past Due

RGA

Order Confirmation

Quote

Expand Body

Body:

Aaron Fitz Electrical  
222 Warehouse Drive  
Redmond, WA 98052-6399

Dear Tim Bradley,

Thank you for your recent order.

Attached is a confirmation of your order for yo  
It is truly our pleasure to provide you with the k

Please let me know if you have any questions.

Signature

Send

Close