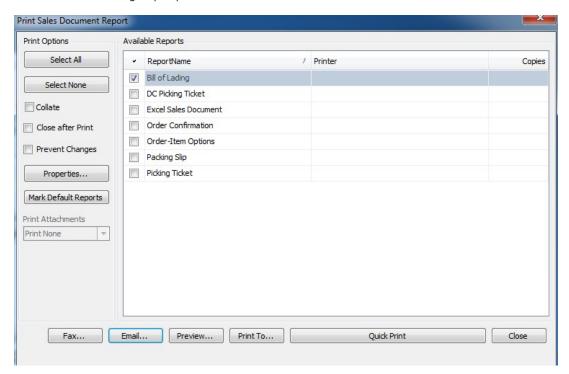# Send Email Form Ability to Free Type in BCC Field

Megan De Freitas - 2024-11-22 - Troubleshooting

**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.



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 b

Please let me know if you have any questions.

Sincerely,

Send    Close