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Setting On Load Email Script

Cavallo Support - 2026-02-16 - [Setup](#)

Overview

The On Load Email Script setting allows you to run a script that can be used to specify which email addresses to use when emailing from a Sales Document or Purchase Order in SalesPad. When the script is run, it populates the default email addresses that you have provided in Dynamics GP under Ship To or Bill To,

Setup

Settings

Under Settings, filter to “default email” and select “Default Email Address.” This specifies which email address (Shipping, Billing, DocumentShipping, or DocumentBilling) will be defaulted to in the “Send Email” screen for sales documents.

Settings x

Close Save Export Settings Import Settings

Filter:
default email

Expand Collapse

Sending Emails	
Default Bcc Email Address	False
Default Cc Email Address	False
Default Customer Email Address	None
Default Email Address	Shipping
Default Purchasing Email Subject Line Format	Billing
Default Purchasing Email Subject Line PO UDF	Shipping
Default Sales Document Email Subject Line Format	DocumentBilling
Smart Printing	
Default Email Subject Line	None

Also under Settings, filter to “On Load Email Script.” Copy the script found at the end of this document into the text box field.

Settings x

Close Save Export Settings Import Settings

Filter:
on load

Expand Collapse

Application	
Collection Loading Limit	200
Sending Emails	
On Load Email Script	

Click **Save** and log off, and then log back on.

When sending an email, the form defaults to “testing 2” as the Send To email address.

Send Email

Email Options:

Report: UGSI

Subject: Order: Aaron Fitz Electrical - ORDST2299

Send To: testing2

CC:

BCC:

From: jacob.beimers@cavallo.com

Display Name:

Reply To: jacob.beimers@cavallo.com

Send Report As HTML

Templates

Name
first
second

Expand Body Reset Subject

Body:

template

Send Close

Attachments

- [Email_on_load_script.txt \(734.00 B\)](#)