



## E-Mail Options are Wide Open

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Take your business flow a big step forward and send your documents via SAP Business One mailer or Microsoft Outlook with pre-defined subject line and body text.

New options are introduced in Administration > System Initialization > Print Preferences > Per Document tab. For each document type you can define that the document will be sent by e-mail when it is added. When selected, the document is sent as PDF attachment to the e-mail address of the default contact person defined for the business partner for whom the document was created.

In addition, for each document type, you can enter a text to appear in the subject line and a text that will be embedded automatically in the e-mail body.

**Print Preferences**

General    Per Document    Per Report

Document: Sales Order    Permanent Remarks for Printing

Print Layout Designer and Crystal Reports Preferences

When Adding Document:

Export to MS-Word

Print Document

E-Mail Document

Export to PDF

When Document Is Awaiting Approval:

Block Export to MS-Word

Block Printing Document

Block Emailing Document

Block Export to PDF

Block Faxing Document

When Batch/Serial No. Exist, Print: Document and Batch/Serial No.

Print Layout Designer Preferences Only

Print Picking Sheet

Print Discount Data

Print Mfr Catalog No. Instead of Item Number

Print Amounts

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**E-Mail Subject**

Sales Order for your Approval

Inserted Predefined Texts

**E-Mail Body**

Dear Customer

Attached please find your Sales Order

Regards  
Sales Team

Inserted Predefined Texts

Update    Cancel

In addition, you can send by e-mail multiple documents to various recipients through the “Print Documents” window. Select the documents you want to send and choose the your preferred e-mail option from the File > Send menu.

The list of selected documents with the e-mail addresses of the respective recipients appears. All you have to do is just choose the “Send” button, and the documents are on their way!

#	Document No.	Source Path	File Name	Attachment Date	To	E-Mail	E-Mail Address
1	368	C:\Program Files (x86)\SAP\SAP Sales Order_368_2016	SAP Sales Order_368_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
2	369	C:\Program Files (x86)\SAP\SAP Sales Order_369_2016	SAP Sales Order_369_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
3	370	C:\Program Files (x86)\SAP\SAP Sales Order_370_2016	SAP Sales Order_370_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
4	371	C:\Program Files (x86)\SAP\SAP Sales Order_371_2016	SAP Sales Order_371_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
5	372	C:\Program Files (x86)\SAP\SAP Sales Order_372_2016	SAP Sales Order_372_2016	18.05.16	Judy Brown	<input checked="" type="checkbox"/>	judy.brown@microch
6	373	C:\Program Files (x86)\SAP\SAP Sales Order_373_2016	SAP Sales Order_373_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
7	374	C:\Program Files (x86)\SAP\SAP Sales Order_374_2016	SAP Sales Order_374_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
8	375	C:\Program Files (x86)\SAP\SAP Sales Order_375_2016	SAP Sales Order_375_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max
9	376	C:\Program Files (x86)\SAP\SAP Sales Order_376_2016	SAP Sales Order_376_2016	18.05.16	Norm Thompson	<input checked="" type="checkbox"/>	norm.thompson@max

Send Cancel

Available since SAP Business One 9.1, version for SAP HANA and SAP Business One 9.1 .

This tip and all the other tips are available in:

[http://scn.sap.com/blogs/b1\\_tip\\_of\\_the\\_week/2016/02/17/sap-business-one-tips-are-one-click-away](http://scn.sap.com/blogs/b1_tip_of_the_week/2016/02/17/sap-business-one-tips-are-one-click-away)



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**Grant Lyon**  
Operations and Supply Chain Manager at Signet  
Ari, where is the "Print Documents" window in SAP B1 9.1?  
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Director Product Management at SAP

7mo

Hi Grant

The "Print Documents" form is accessible via the "Document printing" form.

Rgd... [See more](#)

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**Grant Lyon**

Operations and Supply Chain Manager at Signet

7mo

Thanks Ari.

I don't seem to be able to send documents by email from this form - only Print.

Grant

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