



# Global 3000 Service Pack Note Company Email Footer

<b>Author</b>	DCP		
<b>Project</b>	ZM60_000218.doc		
<b>Version</b>	1.0		1 of 5

## INTRODUCTION

This service pack provides the ability to specify footer text to be included in the email text generated when documents are delivered via email.

A new button labelled 'Email Footer' has been added to the company parameters window. When pressed a new parameter window is displayed which includes a new parameter titled 'Include footer text with emailed documents'. When this is set, up to 15 lines (40 characters each) of footer text can be entered.

The footer text is then appended to the end of emails generated when the following documents are delivered via email.

- Debtors Ledger Customer Statements
- Purchase Orders
- Sales Order Processing Quotations
- Sales Order Processing Order Acknowledgements
- Sales Order Processing Delivery Notes
- Sales Order Processing Invoices
- Sales Order Processing Credit Notes

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## Administration Parameters – Company Details

The screenshot shows a software window titled "global-dev:24 - P2 - System Parameters". The main content area is titled "Company Details" and contains a table with two columns: "Company" and "Name". The first row is highlighted in blue and contains the values "A1" and "Standext Systems Ltd". Below the table is a "Details" section with the following fields:

- Address: Collins House, 15 Rochford Way, Slough, SL3 6LT
- Country: GB (Great Britain)
- Base Currency: GBP (Sterling)
- Telephone: 01753 669344
- Fax: 01753 669595
- Mobile: (empty)
- Email Address: (empty)
- http:// (empty)

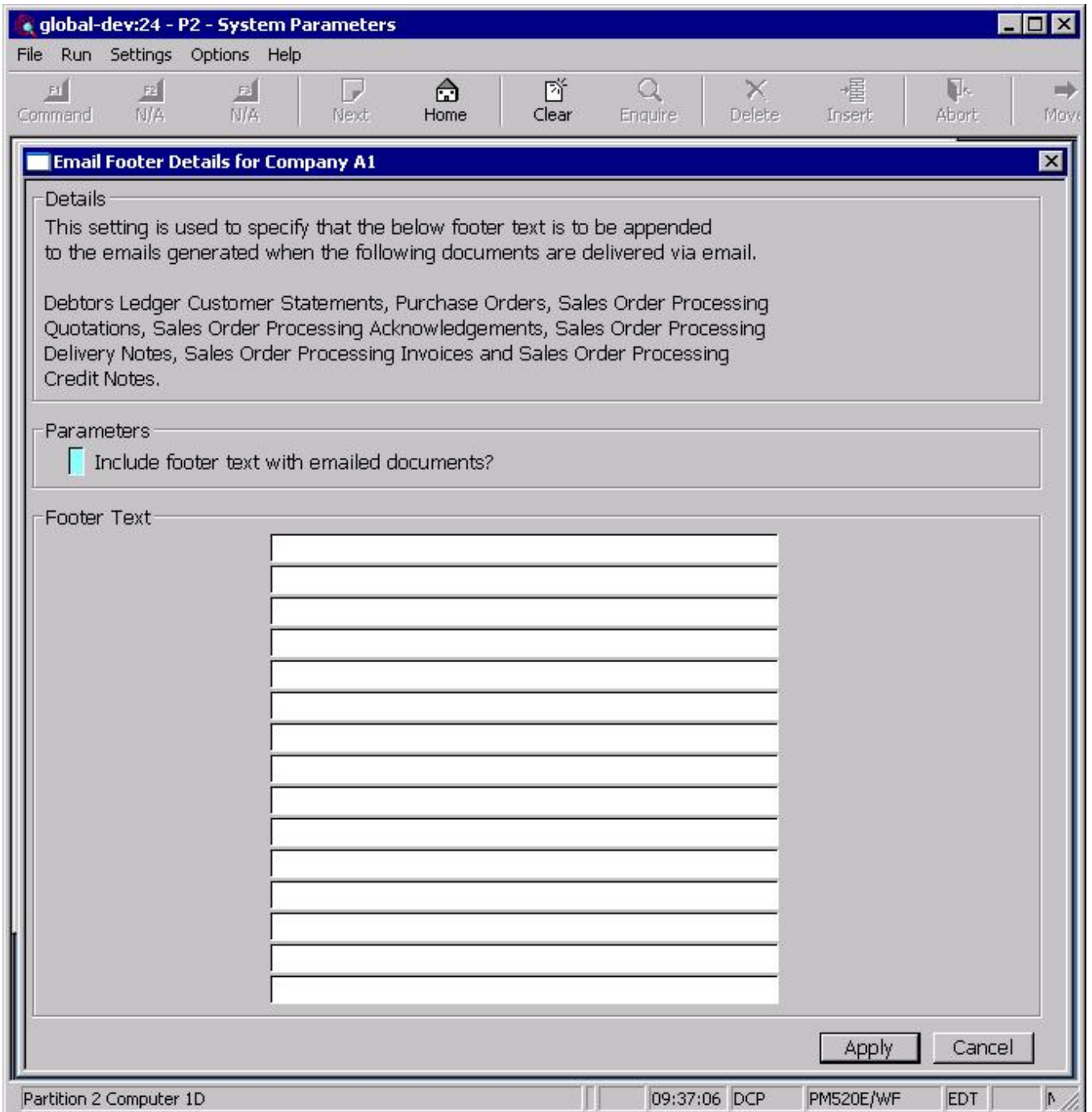
At the bottom of the form are several buttons: "Registration", "Merchant", "Amend", "Apply", "Close", "Postcode", and "Email Footer". The status bar at the bottom of the window displays "Partition 2 Computer 1D", "09:34:06 DCP", and "PM520E/W8".

**Email Footer** Select this to enter and update footer text to be appended to emails generated when the following documents are delivered via email.

- Debtors Ledger Customer Statements
- Purchase Orders
- Sales Order Processing Quotations
- Sales Order Processing Acknowledgements
- Sales Order Processing Delivery Notes
- Sales Order Processing Invoices
- Sales Order Processing Credit Notes

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# Administration Parameters – Company Email Footer Details



This window appears when you press the 'Email Footer' button from the Company Details window.

**Purpose** This window is used to specify footer text to be added to emails automatically generated by the system when documents are delivered via email.

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*The prompts are:*

**Include footer text  
with emailed  
documents**

Set this if the footer text (specific below) is to be automatically appended to the end of emails generated when the following documents are delivered via email.

- Debtors Ledger Customer Statements
- Purchase Orders
- Sales Order Processing Quotations
- Sales Order Processing Acknowledgements
- Sales Order Processing Delivery Notes
- Sales Order Processing Invoices
- Sales Order Processing Credit Notes

**Footer text lines  
1..15**

*(Only if footer text is included with emailed documents)* Enter up to 15 lines of text to be appended to emails generated when documents are delivered via email.

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