

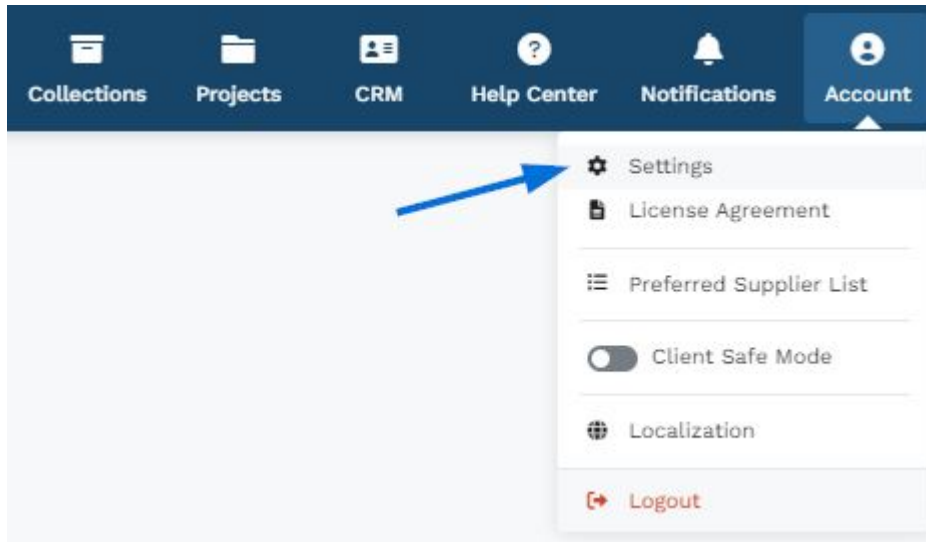
ESP+

What's New > Orders > Update Default Email Messages

Update Default Email Messages

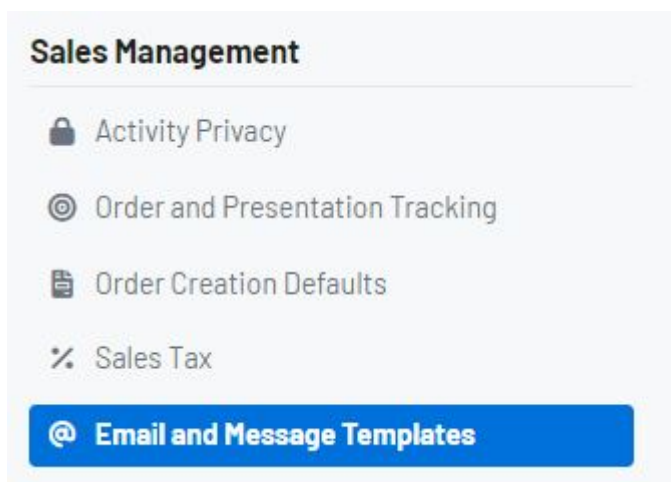
2023-12-19 - Jennifer M - Orders

To update the default text of email messages sent from ESP+, log in to ESP+, click on Account from the main toolbar, and then select Settings.



In the Sales Management section of the Settings area, click on the Email and Message Templates option.

Note: You will need to be an admin to access this option. If you do not have access, please contact the primary administrator at your organization send an email to the ASI Technical Product Support department requesting your ESP+ license be added as an admin user.



There are two main sections in this area:

- The **Email Signature** section is where you can manage the company signature as

well as your personal one.

- In the **Email** section, each type of document will be listed with a reply to address, subject, and body text.

For each emailed document, there is an Edit link which you can use to update the Reply To email, Subject line, and/or body.

Email		
Acknowledgement Emails	Edit	▼
Invoice Emails	Edit	▼
Packing List	Edit	▼
Purchase Order	Edit	▼
Quote	Edit	▼
Sales Order	Edit	▼
Sample Request	Edit	▼
Presentation	Edit	▼
Proofs	Edit	▼

When you are finished, click on the Save button. If you previously made changes and would like to return to the original settings, click on the Restore Application Defaults button.

Email	
Acknowledgement Emails	
Reply To	<input type="text" value="Individual sender's email address"/>
Subject	<input type="text" value="New Order Acknowledgement {{ Order.Number }} from {{ CompanyProfile.Name }}"/> <input type="button" value="Insert Placeholder"/>
Body	<input type="text" value="Insert Placeholder"/>
<div>Hello, Thank you for your business. Please sign this Order Acknowledgement. We appreciate your business and look forward to working with you again soon. Thank you, {{ CompanyProfile.Signature }}</div>	
<div><input type="button" value="Restore Application Defaults"/> Restore Application Defaults Undo any changes you've made and use the defaults set by your administrator.</div>	
<div><input type="button" value="X Cancel"/> <input type="button" value="Save"/></div>	