

# Custom Messages

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## Overview

You now have the ability to create a Shortcut to a longer custom message within Order Time. These act as snippets and can be used for internal notes or Custom Messages for your customers.

[View on YouTube](#)

## Adding a Custom Message

To access your Custom Messages click on the Gear icon in the upper right corner of the screen. Under the General section, click on **Profile Lists**. On the Profile Lists, under the **Sales** section click on **Custom Messages**.

- Enter a *Name* for your Custom Message. (Limited to 10 characters)
- Select if the Custom Message is *Active* and then enter the Custom Message's *Template*. The template is what will be shown each time you select that specific Custom Message.
- Click on **Save** when done.

Home Sales Purchasing Production Repairs Warehouse Reports

Admin > Profile Lists > Custom Messages

### Custom Message

**Active Status**

Active  Inactive  Both

**Records** +

TERMS	✕
TEST	✕

Total Records: 2

**TERMS**

Name:

IsActive:

Template: 

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## Utilizing the Custom Messages

To use the Custom Messages you will click into a memo type field from the Memo and Instructions tab of a transaction.

Then on your Keyboard press: **Alt + G**

This will bring up a pop up box to the right side of the field you are in that contains a dropdown menu. There you will select the Name of the custom message you want to appear.

Customer PO Contact

Additional Fee Amou  
FL (7.000 %)  
Total Amount  
Paid Amount  
Balance

Items Details Memo & Instructions Custom Payments Ship Docs Dependency Dependency Item Attachments Open Activities Activity History

Memo

Save Date Stamp Delete Cancel

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TERMS ▼ Cancel

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