

Company Preferences - Activities

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Activity Preferences

Under Activity Preferences you can modify how your calendar activities will be processed, the timing for alarms, email reminders. You are able to:

- Select how many due date days get added.
- Select if you want to send an Email when you create a new document.
- Select if you want to send an SMS when you create a new document.
- Select if you want to set an Alarm when you create a new document.
- Select if you want to use the current user's email and name when sending documents.
- Select how many minutes elapse when you select a reminder.

Click on **Save** when done.

Admin > Company Preferences

Company Preferences

Section	Activities
General	<input checked="" type="checkbox"/> Enable calendar events
Activities	Add due date days <input type="text" value="0"/>
Doc #s	<input checked="" type="checkbox"/> Send Email On Create
Items	<input type="checkbox"/> Send SMS On Create
Inventory	<input checked="" type="checkbox"/> Set Alarm On Create
Sales	<input checked="" type="checkbox"/> When sending external emails, use the current user's email and name. Uncheck to use the 'Default from email' in Company Info.
Shipping	Add reminder minutes <input type="text" value="15 Minutes"/>
Payments	
Purchasing	
Receiving	
Production	
Lot / Serial #s	
Repair Orders	
Mobile	
Mail and Calendar Integration	