

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:

- Enable calendar events
- 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.

When Sending Emails

- When Order Time sends external emails for Alerts or B2B Orders, use the current user's email and name. Uncheck to use the 'Default from Email' in Company info.
- When you create an email from Order Time, add the option to select the Company Email or Default Company Email as the 'From' email.
- When you create an email from a transaction or entity, automatically populate the billing and shipping emails.
- Include emails addresses with the Sent to Type
- Only show Billing Emails for additional to
- Always use customer's billing email address on Sales order or Quote
- Always use customer's shipping email address on Sales order or Quote
- Always use customer's billing email address on Ship Docs and Customer Returns

The screenshot shows the 'Company Preferences' interface with the 'Activities' section selected. The 'Activities' section includes the following settings:

- Enable calendar events
- Add due date days:
- Send Email On Create
- Send SMS On Create
- Set Alarm On Create
- Use activity type as colors for calendar

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At the top right of the settings area, there are 'Save' and 'Reset' buttons. On the left side, there is a navigation menu with sections: General, Activities, Doc #s, Items, Inventory, Sales, Shipping, Payments, Purchasing, Receiving, Production, Lot / Serial #s, Repair Orders, Rentals, Mobile, and Mail and Calendar Integration.

Click on **Save** when done.