Company Preferences - Activities
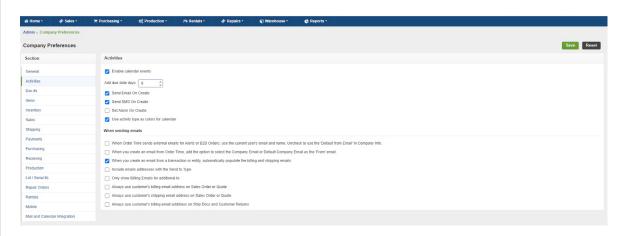
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Activity Preferences

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

Click on **Save** when done.