

Email Purchase Orders

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Email Purchase Orders

Overview

This document describes an option to email purchase orders to a vendor one PO at a time in a single simple process. Email addresses for the purchasing vendor are set up in Vendor Notes. Default From, To, Cc and Bcc email addresses for a lighting showroom are set up in Table Options. When the Post & Print P.O. step is performed, a printer number designated for emailing purchase orders is entered. After filling in the Post & Print dialog screen as normal, an "Email Purchase Order" screen will display with preset defaults for the From, To, Cc and Bcc addresses as well as the Subject Line and Body of the email. The preset defaults can be edited and changed before the email is sent to the vendor. When the PO is emailed to the vendor, a copy of the PO will be on the Cloud Printer Interface. The option to email purchase orders is available to users set up for Cloud Printing. **To begin using this feature, please contact Mylee Customer Support so that emailing PO's from the cloud print server is enabled for your lighting showroom.**

Set Up Email Addresses for Purchasing Vendor in Vendor Notes

One or more email addresses may be set up for each vendor for emailing purchase orders. Select Inventory Purchasing from the Main Menu, Vendor Master and enter the ID for the vendor. Press F12 for the ACTION box and 'N' for "vend Notes." Enter "I" for Level (to indicate Inventory Purchasing note) or B (note for Both Inventory Purchasing and Accounts Payable). Enter E in Msg to distinguish this note as one to be used for Email addresses. (Using E is optional. The Msg field also may be left blank.)

The next step is to create "tags" followed by the email address. The tags must start in the first column of a note and following that tag may be one or more email addresses separated by a comma. The "tag" can be repeated on multiple lines as needed to provide multiple email addresses. The tags are as follows.

POF: for PO email From address	(Optional; Can be set up in table options if only one buyer)
POT: for PO email To address	(Vendor email address)
POC: for PO email Cc address	(Carbon Copy email address is optional)
POB: for PO email Bcc address	(Blind Carbon Copy email address is optional)

Examples:

POT:purchasing@vendordomain.com
 POC:manager@lightingshowroom.com
 POB:accounting@lightingshowroom.com

Example of multiple email addresses entered for a POC tag on the same line separated by a comma:
 POC:manager@lightingshowroom.com,accounting@lightingshowroom.com

Another way to enter multiple addresses for the same tag is to enter them on multiple lines. For example:
 POC:manager@lightingshowroom.com
 POC:accounting@lightingshowroom.com

Sample screen is shown below. Be sure to press F10 to SAVE when done.

```

NOTES EDITOR  AAA          AAA FIXTURES & FANS          Level: B (B,I) Msg: E

POT:purchasing@vendordomain.com
POC:manager@lightingshowroom.com
POB:accounting@lightingshowroom.com
    
```

INS=TOGGLE INSERT TAB=WORD RIGHT F7=INS LINE F8=DEL LINE

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Purchase Order Email Defaults Setup in Table Options

Default email information for emailing purchase orders must be set up in Table Options before you can begin emailing PO's to vendors. From the Main Menu, select System Administrator, Options Menu, Table Options and then **19 – Purchase Order Email Setup**. Refer to the **Purchase Order Email Defaults Setup** screen shown below.

Purchase Order Email Defaults Setup

FROM: _____

TO: _____

CC: _____

BCC: _____

SUBJECT: _____

BODY:

Read Receipt Requested: Y (Y or N)

Set up Default FROM, TO, CC and BCC Email Addresses

FROM:

If your lighting showroom has one buyer and that person is the only one in your lighting showroom that will be emailing purchase orders, the buyer's email address may be entered here to be used as the default "FROM" email address for ALL emailed PO's. Also, there may be some lighting showrooms that prefer ALL purchase orders emailed to vendors from their company have the same "From" email address (even though multiple people may be emailing them). In these cases, it is efficient to set up the "From" address here in Table Options. Example:

FROM: buyer@lightingshowroom.com _____

However, it is anticipated that when multiple people in a lighting showroom email Purchase Orders, the buyer for a particular vendor line will likely set up the "From" address in vendor notes using the tag "POF" and so the "From" address here in Table Options would typically be **left blank**.

If multiple people in your company email purchase orders and this field is left blank, the "From" email address would be read from the email address set up with the tag "POF" in the purchasing vendor notes screen.

When emailing a PO, only one "FROM" email address is allowed. If a user attempts to email a PO with multiple "FROM" addresses, a message displays: **ONLY ONE EMAIL ALLOWED IN FROM ADDRESS**.

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TO:

Typically the "TO" email address here in Table Options would be left blank. When a PO is emailed to a vendor, the email address set up in Vendor Notes with the tag POT (Purchase Order To address) will be used. However, if every purchase order emailed to a vendor should ALSO be emailed to someone in your lighting showroom, their email address could be entered here (or in the CC or BCC default email fields). The "To" address entered here will be added to the "To" address or addresses set up for the vendor. Example:

TO: `manager@lightingshowroom.com`_____

CC:

This is the default carbon copy email address for ALL purchase orders emailed from your lighting showroom. Entering a CC email address is optional, so the CC email address may be left blank.

The CC email address entered here will receive a carbon copy of all purchase orders emailed from your lighting showroom. If the showroom manager should receive a copy of every emailed PO, their email address may be entered in this field. Example:

CC: `manager@lightingshowroom.com`_____

When a PO is emailed to a vendor, the Email addresses entered in CC here will be added to the email addresses established in the purchasing vendor master to receive a carbon copy using the Tag POC (Purchase Order Copy).

BCC:

This is the default Blind Carbon Copy email address for ALL purchase orders emailed from your lighting showroom. Entering a BCC email address is optional, so the BCC email address may be left blank.

The BCC email address entered here will receive a blind carbon copy of ALL purchase orders emailed from your lighting showroom. For example, if the accountant or bookkeeper for your lighting showroom should receive a copy of every emailed PO, their email address may be entered in this field. Example:

BCC: `accounting@lightingshowroom.com`_____

When a PO is emailed to a vendor, the Email addresses entered in BCC here will be added to the email addresses established in the purchasing vendor master to receive a blind carbon copy using the Tag POB (Purchase Order Blind copy).

To summarize, the Table Options default TO, CC and BCC email address described above are all optional and may be left blank. These email addresses would be used if a copy of every PO emailed from your company should be sent to an owner, accountant, manager, head of billing department, etc. These email address fields may contain a list of email addresses each separated by a comma. When entering email addresses, the entry program automatically will wrap to a second line as needed. Any default email addresses entered here in Table Options will be added to the email addresses for the specific vendor.

Some showrooms may prefer to leave the Table Options TO and CC default email addresses blank, but include the owner, manager and/or accountant as persons to receive a blind carbon copy. Example:

BCC: `owner@lightingshowroom.com,manager@lightingshowroom.com,accounting@lightin
gshowroom.com`

Email Purchase Orders

Set up Default SUBJECT Line, BODY Text and Read Receipt Requested

A default Subject line and text for the Body of the email may be entered here. This is optional. The default Subject line may be left blank. Default text for the Body of the email also may be left blank. At the time a user Posts and Prints a PO, the **Email Purchase Order** screen will display the default Subject line and Body text entered here in Table Options. **The user will be allowed to change both the Subject line and the Body text before the email PO is sent.**

SUBJECT:

Up to 71 characters may be entered for a default SUBJECT line. This field is optional and may be left blank to be filled in when a specific PO is emailed. An example of a default Subject is shown below.

SUBJECT: Purchase Order from Lighting Showroom

The user emailing a PO can add to the Default Subject line or simply delete it and enter a different Subject.

BODY:

The default "body" section supports a maximum of eight lines. The maximum number of characters per line is 80. Using default text for the BODY is optional. The default BODY may be left blank to be filled in when a specific PO is emailed.

BODY:

An example of text used as a default for the BODY of an email is shown below. The user emailing a PO can add to the text entered as the BODY default, change/edit it or simply delete it and enter something different.

BODY:

Please confirm receipt of the attached Purchase Order by email to buyer@lightingshowroom.com. Thank you and have a great day!

Buyer Name

Lighting Showroom

Main Phone: XXX.XXX.XXXX Cell: XXX.XXX.XXXX

12345 Showroom Address

City, ST Zipcode

Read Receipt Requested: Y (Y or N)

This option is for requesting a "Read Receipt" when emailing Purchase Orders. The entry here (either Y or N) is the default option that will load when users email a purchase order. Enter Y to request a "Read Receipt" as the default. Enter N to not request a "Read Receipt" as the default.

Note: If default is set to 'Y' to request a "Read Receipt," you will only receive a "read receipt email" if the recipient's email program has the option to acknowledge read requests and chooses to do so.

When finished editing the Purchase Order Email Defaults Setup screen, press **F10 to SAVE**. A message will display **RECORD HAS BEEN SAVED**.

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Purchase Order Email Defaults Setup Screen Example

Below is an example of the Purchase Order Email Defaults Setup screen in its entirety.

Purchase Order Email Defaults Setup

FROM: buyer@lightingshowroom.com

TO:

CC:

BCC: accounting@lightingshowroom.com

SUBJECT: Purchase Order from Lighting Showroom

BODY:

Please confirm receipt of the attached Purchase Order by email to buyer@lightingshowroom.com. Thank you and have a great day!

Buyer Name

Lighting Showroom

Main Phone: XXX.XXX.XXXX Cell: XXX.XXX.XXXX

12345 Showroom Address

City, ST Zipcode

Read Receipt Requested: Y (Y or N)

Purchase Order Email addresses for Dropdown Lookup Setup in Table Options

A list of email addresses that may be used on occasion when emailing Purchase Orders may be set up in Table Options. These would be email addresses “for Dropdown Lookup.” You may not want to set them up as defaults (as described in Table Options 19 – Purchase Order Email Setup) but may want to be able to select them when emailing a purchase order. To add, change or delete email addresses for Dropdown Lookup, select **System Administrator from the Main Menu, Options Menu, Table Options** and then **20 – Purchase Order Email addresses**.

Purchase Order Email Addresses For Dropdown Lookup

Please enter one email address per line

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On the **Purchase Order Email Addresses For Dropdown Lookup** screen, enter email addresses for lookup **ONE PER LINE**. Refer to example shown below.

Purchase Order Email Addresses For Dropdown Lookup

Please enter one email address per line

jeff@lightingshowroom.com
tom@yourdomain.com
rick@lightingshowroom.com
geg@vendordomain.com
mandy@lightingsupplier.net
gaa2016@yahoo.com
chris@yourdomain.com
marysmith@aol.com

Press **F10 to SAVE** email addresses entered. A message displays: **RECORDS HAVE BEEN SAVED**

The screen supports entering up to 15 email addresses at one time. To enter more than 15, enter the first 15 email addresses, press F10 to SAVE your entries, then press **Page Down** to get an empty screen to enter more. You are allowed to enter **up to 90 email addresses**.

When you Post & Print a Purchase Order and select to email a PO, the **Email Purchase Order** screen provides function keys to EDIT the email before you send it. You'll be able to press **F3** in the email address fields to display the **list of email addresses entered in this table**. You'll have the option to select any of these email addresses without having to type them in manually and possibly making a typing error.

Tag-n-Trak Printer Setup for Emailing Purchase Orders

In order to email a purchase order, the printer number selected during the Post and Print P.O. must be a printer number that is set up on your system for printing PO's to the Cloud Printer and must have the letter **E** for **Email/PDF** in the Printer Options Control Screen. Typically, the cloud printer number for printing PO's is printer 81 or 91. (Cloud printer numbers vary. Please contact Mylee Customer Support for assistance if you are unsure of the cloud printer you should use for printing a purchase order.) To designate a cloud printer for emailing PO's, select System Administrator from Main Menu, Options Menu, Printer Options. Enter the PRINTER number your company uses for cloud printing Purchase Orders. Enter **N** (N=NORMAL) in the **CODE-TYPE** field. Enter **E=Email/PDF** in the following field and then press **F10 to SAVE**:

PRINTING ON 132 COLUMN WIDE PAPER: E (Y,N,P=PDF or E=Email/PDF)

When this field is E, you have the option to email a PO from the Email Purchase Order screen as part of the Post & Print PO process which automatically puts a copy of the PO in PDF format on the Cloud Printer Interface that you can save for your records **OR** you can choose "No" to email immediately and instead simply print a PO to the cloud printer and save the PDF to be attached to an email you manually create later.

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Checklist for SetUp Tasks Prior to Emailing a PO to a Vendor

Below is a checklist for the setup tasks that should be completed before you attempt to email a PO to a vendor. Please review the checklist carefully to be sure you have completed all of the steps. Contact Mylee Customer Support with any questions.

- Have you set up email addresses for the vendor in purchasing vendor notes with the appropriate “tags” as needed? TAGS include: POF: (Purchase Order From address), POT: (Purchase Order To address), POC: (Purchase Order Copy), POB: (Purchase Order Blind Carbon Copy)
- Have you made the desired entries in the “**Purchase Order Email Defaults Setup**” screen? (See **#19 – Purchase Order Email Setup** in Table Options.)
- Have you added email addresses to **Purchase Order Email Addresses For Dropdown Lookup**? (See **#20 – Purchase Order Email addresses** in Table Options.)
- Have you checked the **cloud printer number for printing PO’s** in Tag-n-Trak **Printer Options**? The letter ‘**E**’ (**E=Email/PDF**) needs to be entered in the field “PRINTING ON 132 COLUMN WIDE PAPER: E (Y,N,P=PDF or E=Email/PDF)” for **CODE-TYPE: N**.
- Have you contacted Mylee Customer Support and requested that emailing from the cloud print server be **enabled** for your lighting showroom? (This is a set up task that Mylee Systems needs to perform.)

How to Email a PO during the Post and Print P.O. Process

Once the “setup” tasks have been completed, you can proceed with emailing a PO to a vendor. The option to email a PO will appear on the **Post and Print P.O. Report** dialog screen, so create a PO like you would normally and then choose to “Post and print” it to load the dialog screen.

If you have a PO in NEW status that you want to email, load the **Post and Print P.O. Report** dialog screen by going to the PO Status screen. Enter the vendor ID, read up the Line number for the PO in NEW status and press **F6=Post**.

If you have a PO in ORD status that has not yet been submitted to the vendor and you want to email it, load the **Post and Print P.O. Report** dialog screen by going to the PO Status Screen. Enter the vendor ID, read up the Line number for the PO in ORD status and press **F6=Post**. When you fill in the dialog screen, be sure to respond **N** to the Post and Print dialog question. **N = RE-PRINT PO ONLY**

Post and Print P.O. Report Dialog Screen Prompt: Do You Want to Email PO (Y or N)

The first dialog question on the **Post and Print P.O. Report** screen asks you to **Specify Output Device. Enter the Cloud Printer Number for printing PO’s. Typically this is printer 81 or 91.**

Fill out the remainder of the dialog screen as you would normally. (Remember, if you are emailing a PO that is already in ORD status, be sure to respond “N=Re-Print PO Only” to the Post and Print dialog question.)

The last dialog question displayed asks if you want to email the purchase order. It will default to N for No. To email a PO, respond Y for Yes.

DO YOU WANT TO EMAIL PO Y (Y OR N)

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Sample Post and Print P.O. Report Dialog Screen with Do You Want to Email PO = Y

A sample Post and Print P.O. Report dialog screen is shown below. This is an example only. Your entries may not be identical to those shown.

```

                POST AND PRINT P.O. REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE 91 (PRINTER OR $ = FILE)
SPECIFY OUTPUT ORDER  3 ( 1 = VENDOR ID, 2 = VENDOR NAME, 3 = ORDER NUMBER)

ENTER THE START NUMBER 123456
ENTER THE STOP  NUMBER 123456
ENTER CODE              ****

BLANK LINE BETWEEN LINES      Y (Y OR N)
PRINT 80 COLUMN FORMAT        Y (Y OR N)
PRINT PACKAGE,COST OR NONE    C (P, C OR N)
PRINT PRICES                   Y (Y OR N)
POST AND PRINT                 Y (Y, N = RE-PRINT PO ONLY, OR P = POST ONLY)
PRINT BACKORDERS              N (Y OR N)

PRINT A RECEIVING REPORT      N (Y OR N)  ** Must be N to Email a PO **
    PRINT ORDER QUANTITY      N (Y OR N)
    PRINT SCAN CODES          N (Y OR N)
    PRINT JOB LABELS          N (Y OR N)

ORDERED BY OTHER STORE        _ (Y OR N)
DO YOU WANT TO EMAIL PO      Y (Y OR N)
    
```

Responding 'Y' for Yes to the "Do You Want to Email PO" question will trigger the "Email Purchase Order Screen" to display.

Requirements on Post & Print Dialog Screen for Emailing a PO:

- The Printer # must be a cloud printer and must have the letter "E" for "Email/PDF" in the "Printing on 132 Column Wide Paper" field for Code-Type "N" in the printer options control screen.
- The "Specify Output Order" must be a 3 (for Order Number).
- The START NUMBER & STOP NUMBER must be equal to each other. In other words, you can only email a single PO at a time.
- The PO cannot be in PND (pending status). This comes into play only if you are using multi store purchasing. You cannot email a Pending PO because it is an "internal PO" to be combined with another store.

Email Purchase Order Screen

The Email Purchase Order screen will include the preset email addresses that you set up for the purchasing vendor and that you set up in Table Options. It also will include preset defaults for the Subject Line and Body of the email. A sample Email Purchase Order screen is shown on the following page.

Email Purchase Orders

Sample Email Purchase Order screen:

```

----- EMAIL PURCHASE ORDER TO: AAA FIXTURES & FANS -----
FROM: buyer@lightingshowroom.com
TO:   purchasing@vendordomain.com

CC:   manager@lightingshowroom.com

BCC:  accounting@lightingshowroom.com

SUBJECT: Purchase Order from Lighting Showroom
BODY:
Please confirm receipt of the attached Purchase Order by email to
buyer@lightingshowroom.com. Thank you and have a great day!

```

```

Buyer Name
Lighting Showroom
Main Phone: XXX.XXX.XXXX   Cell: XXX.XXX.XXXX
12345 Showroom Address
City, ST ZIP

```

```

EDIT EMAIL ADDRESSES N (N, From, To, Cc, Bcc)
READ RECEIPT REQUEST Y (Y or N)

```

```

F3=LOOKUP   F7=EDIT EMAIL   F8=RELOAD   F10=SAVE & EMAIL   F12=EXIT

```

The EMAIL PURCHASE ORDER screen will pre-fill based on entries you made in the purchasing vendor master notes and in your store's Purchase Order Email Defaults Setup screen in Table Options and the cursor will be positioned at the SUBJECT line. The Subject and Body of the email can be edited as desired. You'll then have the opportunity to Edit Email Addresses before sending.

Header Line on Email Purchase Order Screen:

A header line with the purchasing vendor name as it appears in the purchasing vendor master record displays after "**EMAIL PURCHASE ORDER TO:**"

FROM Address on Email Purchase Order Screen

The "FROM" email address will pre-fill with either the email address found for the "**POF:**" tag in the purchasing vendor's notes OR with the default "From" email address in your store's Purchase Order Email Defaults Setup screen in Table Options. Only ONE "From" address is allowed. If a "From" email address exists in both the purchasing vendor master notes and in your store's Table Options, the "From" email address in purchasing vendor master notes takes precedence and will supersede a "From" email address in Table Options. The "From" email address may be changed on this screen using the F7=EDIT EMAIL function.

If the "FROM" address is edited to include multiple email addresses, the program will display the following error when you F10 to SAVE & EMAIL: **ONLY ONE EMAIL ALLOWED IN FROM ADDRESS**

The cursor will be positioned in the FROM address field allowing you to edit it so that there is only ONE email address.

TO Address on Email Purchase Order Screen:

The "TO" email address will pre-fill with the email address or addresses found for the "**POT:**" tag in the purchasing vendor's notes. If a default preset "To" address is in your store's Purchase Order Email Defaults Setup screen in Table Options, it will be included in the "TO" email addresses. The "TO" email addresses may be changed on this screen using the F7=EDIT EMAIL function.

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CC Address on Email Purchase Order Screenshot:

The "CC" (carbon copy) email address will pre-fill with the email address or addresses found for the "POC:" tag in the purchasing vendor's notes. If a default preset "CC" address is in your store's Purchase Order Email Defaults Setup screen in Table Options, it will be included in the "CC" email addresses. The "CC" email addresses may be changed on this screen using the F7=EDIT EMAIL function.

BCC on Email Purchase Order Screen:

The "BCC" (blind carbon copy) email address will pre-fill with the email address or addresses found for the "POB:" tag in the purchasing vendor's notes. If a default preset "BCC" address is in your store's Purchase Order Email Defaults Setup screen in Table Options, it will be included in the "BCC" email addresses. The "BCC" email addresses may be changed on this screen using the F7=EDIT EMAIL function.

The Subject, Body and Read Receipt Request will pre-fill with what is in your store's Purchase Order Email Defaults Setup screen in Table Options. When the EMAIL PURCHASE ORDER screen is loaded, the cursor will stop at SUBJECT.

SUBJECT of PO on Email Purchase Order Screen

When the EMAIL PURCHASE ORDER screen is loaded, the cursor will stop at SUBJECT allowing you to edit the default preset Subject line from Table Options. If the default Subject line was left BLANK in Table Options, it will be blank here and you can enter an appropriate Subject for the email.

If the user attempts to send an email with a blank subject, the following message displays:

SUBJECT OF EMAIL SHOULD NOT BE BLANK

BODY of PO on Email Purchase Order Screen

After editing the Subject line, the cursor is positioned in the first line after BODY allowing you to edit the default preset Body text. If the default Body text was left BLANK in Table Options, it will be blank here allowing you to type in an appropriate message for emailing the PO. There are eight lines available to enter text for the body of the email. Pressing ENTER past the 8th line of text will position the cursor in the EDIT EMAIL ADDRESSES field.

EDIT EMAIL ADDRESSES N (N, From, To, Cc, Bcc)

After editing the BODY message, the cursor is positioned in this field allowing you to edit email addresses.

N is the default. **N** means No, you do not need to edit email addresses.

F to edit "From" address. Type the letter **F** and press ENTER if you need to change the "From" address. The cursor will be positioned in the FROM: address field. With your cursor positioned in the FROM: address field, you may delete the default FROM address, manually type in a new FROM address, or press the F3 function key to **LOOKUP** email addresses you set up in Table Options (see "Purchase Order Email Addresses For Dropdown Lookup"). Remember that you are allowed only ONE "FROM" email address. If you edit the FROM email address field and include more than one email address, you'll get a message when you attempt to email: **ONLY ONE EMAIL ALLOWED IN FROM ADDRESS.**

T to edit "To" address. Type the letter **T** and press ENTER if you need to change the "To" address. The cursor will be positioned in the TO: address field. With your cursor positioned in the TO: address field, you may delete the default TO address, manually type in a new TO address, or press the F3 function key to **LOOKUP** email addresses you set up in Table Options (Purchase Order Email Addresses For Dropdown Lookup).

If the user attempts to send an email with a blank "TO" address, the following message displays:

TO ADDRESS SHOULD NOT BE BLANK

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F3 Lookup when Editing From, To, Cc or Bcc Email Addresses

If F3 is pressed when the cursor is positioned in the From, to, Cc or Bcc email address fields, the lookup displays up to 15 email addresses per screen. Any email addresses already entered on the email address line prior to pressing F3 will be listed first in the dropdown with an 'X' in front indicating the Email Address is SELECTED.

The remaining email addresses that can be selected are read from Table Options "Purchase Order Email Addresses For Dropdown Lookup." Use the UP and DOWN arrow keys to highlight an email address and then press ENTER to toggle the select flag on and off. If more than a page full of email addresses (15) exist in table options, use the PAGE DOWN and PAGE UP keys to find the desired address. When on the lookup screen, F9 will clear all selected email addresses, F12 will exit the dropdown without changing the email addresses and F10 will build a new list of email addresses separated by a comma and put the result into the email address line that your cursor was positioned in when you pressed F3 for the dropdown.

Below is a sample screen when F3 for lookup was pressed in the "From" address.

```
X buyer@lightingshowroom.com
  jeff@lightingshowroom.com
  tom@yourdomain.com
  rick@lightingshowroom.com
  geg@vendordomain.com
  mandy@lightingsupplier.net
  gaa2016@yahoo.com
  chris@yourdomain.com
  marysmith@aol.com
  accounting@lightingshowroom.com
  buyer@lightingshowroom.com
  leslie10@yourdomain.com
  dan55@yahoo.com
  steven@yourdomain.com
  john11@yourdomain.com
-
  ENTER=TOGGLE SELECT  F9=CLEAR ALL  F10=SAVE&EXIT  F12=EXIT
```

ENTER=TOGGLE SELECT - To "select" an email address, use the arrow keys to highlight the desired address and press ENTER. An X will display to the left of the selected address. To "**de-select**" an email address, highlight the address and press ENTER. The X will no longer display indicating the address is no longer selected.

F9=CLEAR ALL – F9 will clear all selected email addresses.

F10=SAVE&EXIT – F10 will build a new list of email addresses separated by a comma based on your selections, exit the lookup screen and put the result into the email address line that you were in when F3 was pressed.

F12=EXIT - F12 exits the lookup screen without saving.

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FUNCTION KEYS ON EMAIL PURCHASE ORDER SCREEN

The Email Purchase Order screen displays four function keys at the bottom:

F7=EDIT EMAIL F8=RELOAD F10=SAVE & EMAIL F12=EXIT

F7=EDIT EMAIL

Pressing F7 positions the cursor in the "Edit Email Addresses" field giving you the option to "**EDIT EMAIL ADDRESSES N (N, From, To, Cc, Bcc).**"

F8=RELOAD

At any point while editing this screen, pressing F8 will RELOAD the Email Purchase Order screen back to its original defaults. This function may be helpful in cases where you accidentally deleted default email addresses or other important information.

F10=SAVE & EMAIL

Review the screen carefully. If no additional editing is required and you're ready to email the Purchase Order, pressing **F10=SAVE & EMAIL** will verify that you are ready to send with the following prompt:

READY TO SEND EMAIL? (Y OR N)

A 'Y' response will EMAIL the Purchase Order and exit this screen. The PO in PDF format will be on the Cloud Printer Interface. The **Status** of the Print Job on the Mylee Systems Cloud Printer Interface will display as **EMAILED**. After you click on the Print Job to view or save it to your PC, the Status will change to **EVIEWED**.

A 'N' response will return to the field you were in when F10 was pressed allowing you to continue editing before emailing the Purchase Order.

Important Note: On the Mylee Systems Cloud Printer Interface, if you select to "Purge Jobs" and then select "All," the program will automatically "check" both EMAILED and EVIEWED print jobs for purging. Before clicking "Submit," be sure to "un-check" any EMAILED and/or EVIEWED print jobs that you do not yet want purged.

F12=EXIT

At any point while editing the Email Purchase Order screen, pressing F12 will EXIT this screen. The Post & Print process does NOT occur. The PO is NOT emailed. If the PO was in NEW status, the PO does NOT change to an ORD (ordered) status, but will go to **REV** (reviewed) status. If you exit the screen, you will need to re-do the Post & Print process to order the merchandise.