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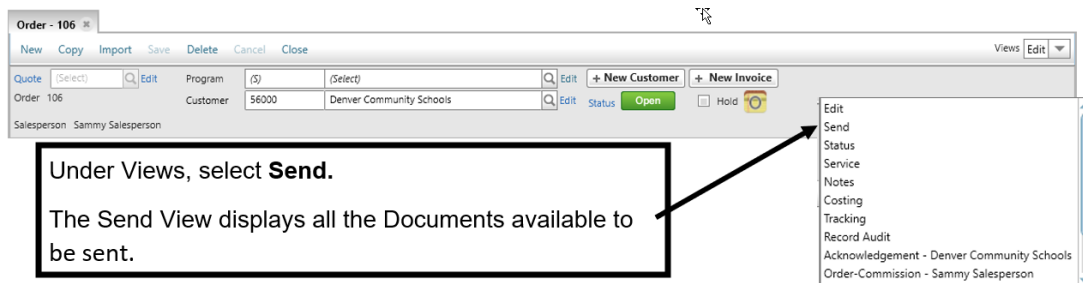
Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Quotes, Orders & Invoices > How Do You Send (Print or email) Order Documents?

## How Do You Send (Print or email) Order Documents?

Tammy Mason - 2022-07-20 - in Quotes, Orders & Invoices

### How Do You Send (Print or email) Order Documents?

After saving an Order, you have the option to print, email, or print *and* email using the Send option under Views. You can send one, some, or all Order documents at the same time. Select Send from within the order itself by clicking the drop-down arrow for Views.

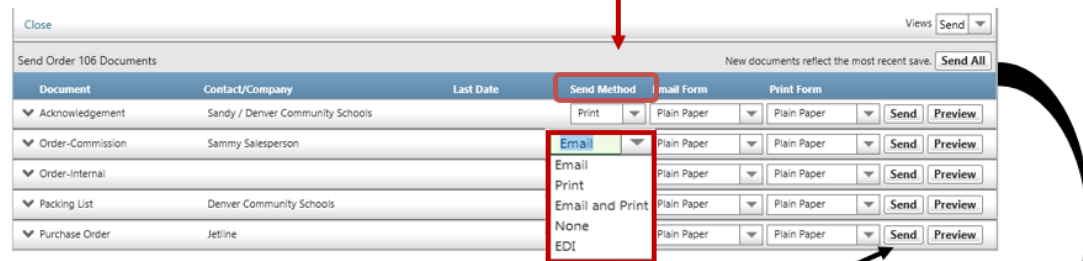


Under Views, select **Send**.

The Send View displays all the Documents available to be sent.

Document	Contact/Company	Last Date	Send Method	mail Form	Print Form	Send	Preview
▼ Acknowledgement	Sandy / Denver Community Schools		Print	Plain Paper	Plain Paper	Send	Preview
▼ Order-Commission	Sammy Salesperson		Email	Plain Paper	Plain Paper	Send	Preview
▼ Order-Internal			Email	Plain Paper	Plain Paper	Send	Preview
▼ Packing List	Denver Community Schools		Print	Plain Paper	Plain Paper	Send	Preview
▼ Purchase Order	Jetline		Email and Print	Plain Paper	Plain Paper	Send	Preview
			None	Plain Paper	Plain Paper	Send	Preview
			EDI	Plain Paper	Plain Paper	Send	Preview

Use the **Send Method** drop-down to select the option you want to use for each document: Email, Print, Email and Print or None. (The Send Methods' defaults can be assigned in **Company Setup** under Documents and edited as necessary from this Send screen.)



Send Order 106 Documents

Document	Contact/Company	Last Date	Send Method	mail Form	Print Form	Send	Preview
▼ Acknowledgement	Sandy / Denver Community Schools		Print	Plain Paper	Plain Paper	Send	Preview
▼ Order-Commission	Sammy Salesperson		Email	Plain Paper	Plain Paper	Send	Preview
▼ Order-Internal			Email	Plain Paper	Plain Paper	Send	Preview
▼ Packing List	Denver Community Schools		Print	Plain Paper	Plain Paper	Send	Preview
▼ Purchase Order	Jetline		Email and Print	Plain Paper	Plain Paper	Send	Preview
			None	Plain Paper	Plain Paper	Send	Preview
			EDI	Plain Paper	Plain Paper	Send	Preview

You can print, email, or do both one document at a time by selecting Send on the individual document level. Or, once you have your Send Method options selected you can send all.

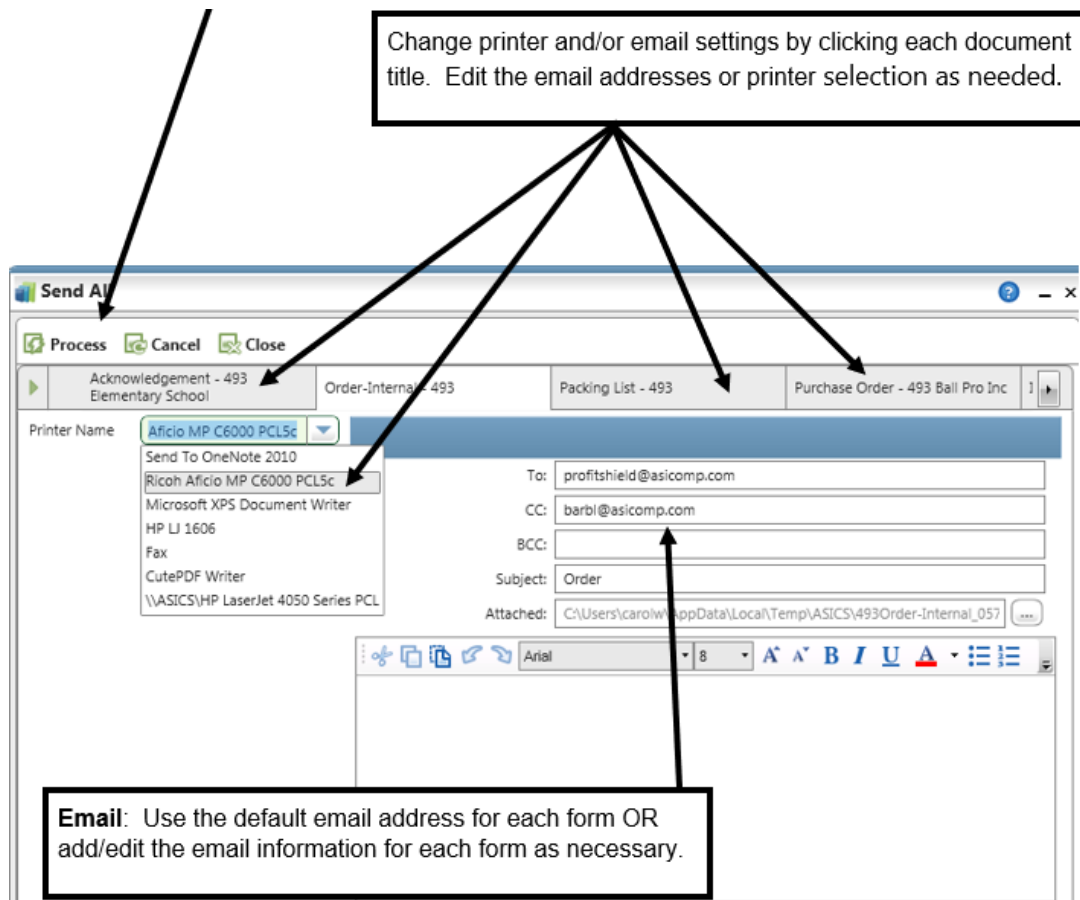
Using Send creates a **Document History** for every document **each** time you send it, allowing anyone to View it later.

Whether you are using the **Send All** option or sending one document at a time, the following printing and emailing options

will give you the flexibility necessary for managing multiple documents.

**Printing:** When using the **Send All** option, you can either use the default printer, OR use the drop-down **Printer Name** box to send forms to other printers.

**After completing the printer selections email addresses/notes, select Process to email and print the forms.**



After completing the printer selections email addresses/notes, select Process to email and print the forms.

**SMTP Host Setup:** If your default email setup is SMTP Host, once all the processing is complete for sending the emails, you will return to the Send View for the order.

**Local Email Client Setup:** If the default email setup is your Local Email Client, that window will open for each form.

