Works Order Email Module

Quadpro

Summary

Quadpro's Works Order PDF to Email Printer driver allows users to directly issue and send Works Orders to the relevant Contractor, Supplier or Department.

The process contains just two simple steps and using the Quadpro Preferences for Works Orders, you can customise email body text and templates for each selectable contact.

Set Up

This feature is an additional module that ties in with your Quadpro system. It allows you to send Works Orders by email directly to suppliers and contractors. This functionality requires the installation of an add-on module.

How This Feature Works:

Upon selecting the option to 'send by email to contractor' you will then be able to amend the email text content before proceeding to the final stage.



Email Works Order Email Works Order From: manager@guadpro.com To: michael@quadpro.com Cc Bcc: mpatrick1995.mp@gmail.com Subject Works Order 6 Attachment Works Order 6.pdf Hi James Glass. Please find attached Quadpro works order for your action and reference Could you please acknowledge receipt and confirm you are able to meet the orders requirement Regards Estate Team Cancel Send

Just like your typical email service, you can amend information as required and send the invoice directly to the recipient.

All generated PDF files are stored securely within your Quadpro documents folder.

How This Feature Works:

Using the preferences module, you can set up email templates for each option. The image below shows an examle of a quote, whilst other options are for a draft, initial or actual order.

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