

Right Document

Document Name

Document ID

Default To

Assign To

Default Mail Address

From

To

Cc

Bcc

Body Content

Document Description

Top Sheet

Document ID

Document Name

Document ID

Document Name

Document ID

Document Name

Default mail options

Each of the documents in this section can have email templates created by using 'Default mail options'.

Here you can create templates that include From, CC and Bcc email addresses as well as email content. This will be automatically populated when sending documents from SCHEDULE section (✉).

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