

Step 1:

In WinTree®, go to:File → Basic information → Texts→ Headers and footers

🙀 Header and foote	r texts					
Туре	Description	Prefere	nce			
Orderconfirmation	Order confirmation	Order confirmation				
Delivery note	Delivery note text	Delivery note text				
Picking list	Pickinglist	Pickinglist 🗸				
Invoice	Invoice text					
Invoice	Invoice text no pay.cond.	Invoice text no pay.cond.				
G	Default text	✓				
Credit note	Credit invoice text	Image: A start and a start				
Type:	Credit note	•				
Description:	Credit invoice text					
Preferred text:	V					
⊆ору	Edit Delete	Search	Add			

Step 2:

Select the document you want to edit in the list. If 'preferred text' is ticked, this is the default text that appears with this document.

Step 3:

Click on [Edit].

🙀 Arrange he	ader-/footertext [Invoice]	?	×
English	v		
Header text	Footer text Email		
Example	Footer text Email Text blocks Description Image: Select Description Image: Select Shortages and daim terms of payment Shortages and daim Image: Select image: Select images and daim Shortages and daim Image: Select image: Select image: Select images and daim Shortages and daim Image: Select image: Select image: Select image: Select image: Shortages and daim Shortages and daim Image: Select image: Select image: Select image: Shortages and daim Shortages and daim Image: Select image: Select image: Shortage: Shortages and daim Shortages and daim Image: Select image: Select image: Shortage: Sh	Add	>
Copy this	text from previous sales order / delivery (default).		



Step 4:

Make sure that you select the right language.

This option is only available when you use WinTree® CONNECT Grower (Blue or Gold) or WinTree® CONNECT Trader.

Step 5:

By clicking on 'Header', 'Footer' or 'E-mail', you can see what text is used for the selected text block. Here you can also adjust the subject of the email.

Tip: turn off "Copy this text from previous sales order/delivery (default)". When making a new invoice or delivery note, the new default text will be set and used

Step 6:

To maintain the content of the text block go to: File \rightarrow Basic Information \rightarrow Texts \rightarrow Maintain text blocks

Step 7:

Click on [All].

😱 Text blocks					[- • ×	
Language T	Гуре	Description	Email			^	
English C	Order confirmation	Email text					
English C	Order confirmation	General order confirmation					
English C	Order confirmation	Includes pre-pricing					
English I	Invoice	terms of payment					
English C	Call up	Confirmation note					
English V	Wishlist	Size Pricing					
1						¥	
Text							
Languages Tradich		Т		Merge fields –			
				01 - Term of	payment		
Type: Order confirmation				02 - Delivery term			
Description: General order or	onfirmation	-		03 - Extra info			
Description: joer er of der commation				A01 - Own company name			
Email:				A021 - Own telephone number			
Text:				A041 - Own full name			
				A05 - Own e			
Hereby we confirm the following	g products:			A06 - Own email - Company			
				A07 - Own te	elephone - Employe	e	
				A08 - Own M	lobile no - Employee	•	
				A10 - Department A11 - Documentnumber A12 - Sales Rep			
		¥					
1				Click on the fie	ld above to insert		
			All	Delete	Search	Add	

Step 8:

Select the text block and edit the text in the bottom of the screen. If the 'E-mail' box is active, then this text will only be used for email headers and footers. Changes you make will not change already made orders and delivery notes.

For more possibilities:

https://tsdwebsrv.tsd.nl/Manual/WinTree/en/webframe.html#Teksten_gebruiken.html

Pagina | 2