We are currently updating our site; thank you for your patience.

CRM SETTINGS

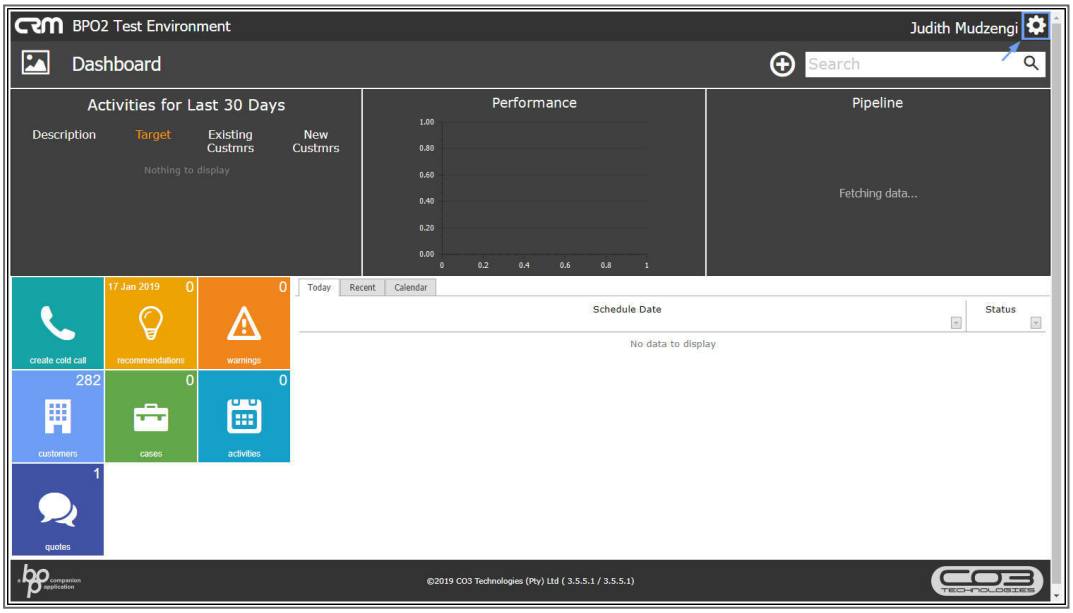
COMPANY DEFAULT EMAIL SETTINGS

When a salesman is sending an email where he has not configured his own salesman signature, this default email signature will be used for the email.

Ribbon Access: Webpage > http://[servername]:[port-no]/BPOCRM/User.aspx

SALESMEN SETTINGS / EMAIL SETTINGS

- Click on the **Settings** button to the right of your **UserName**.



- The session **Options** page will pop up.
- Click on the **Salesmen Settings** tile.

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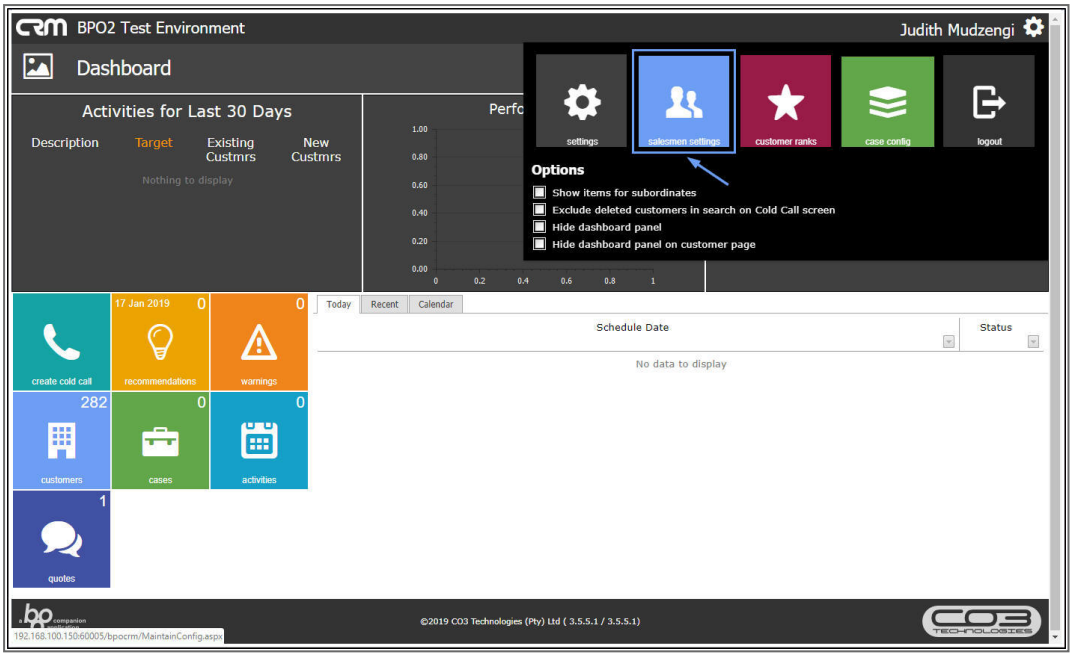

1. The **Salesmen** tab is selected by default.

2. Click on the **Email Settings** tab to edit the default email signature.

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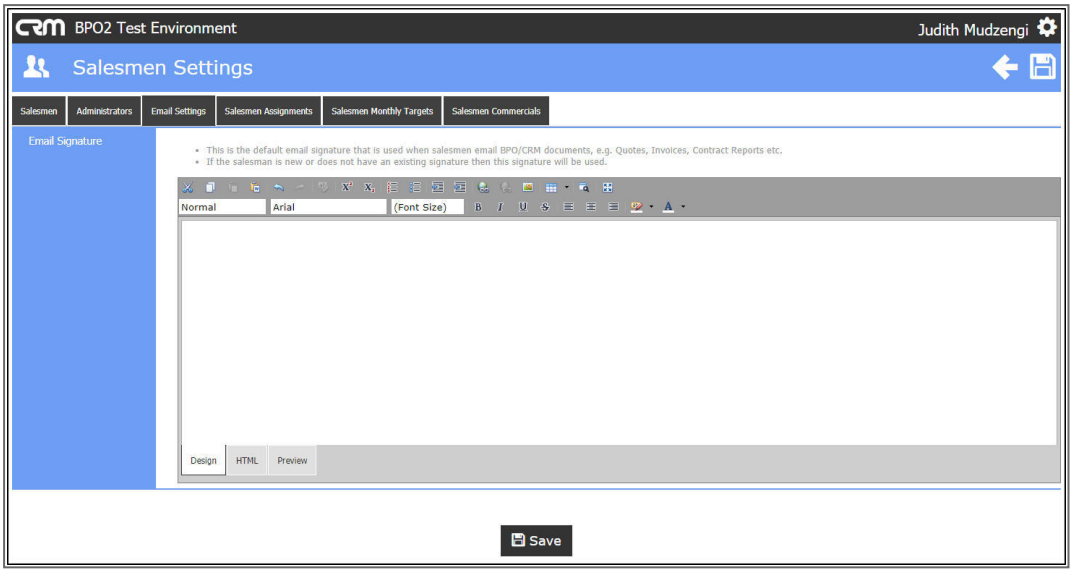
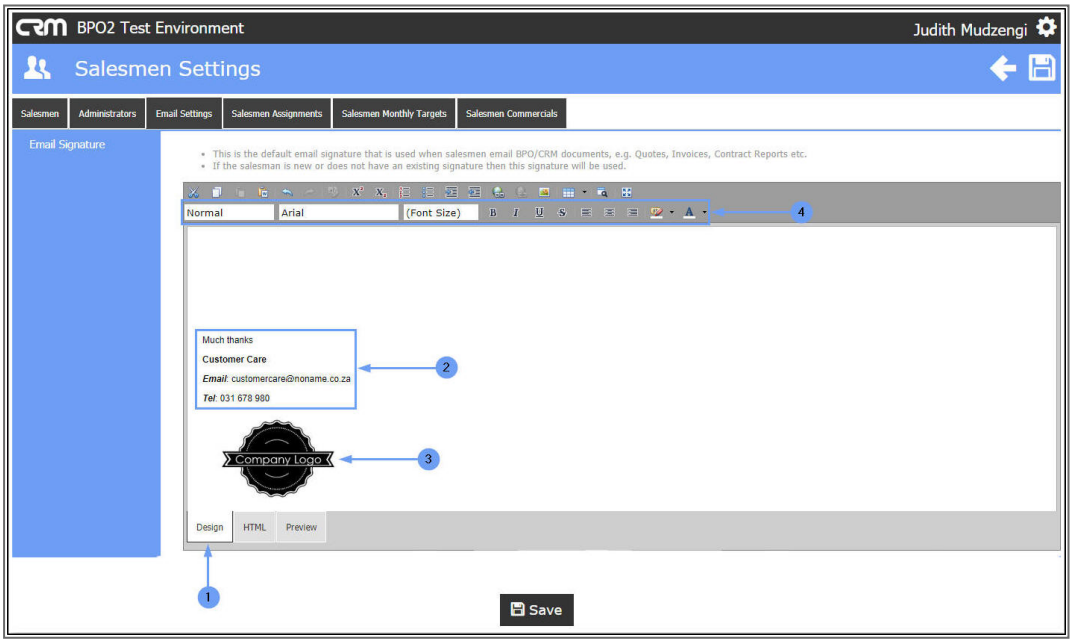
- The **Email Signature** section will be displayed.



1. Within the **Design** tab,
2. type in the default signature and or
3. paste an image as the default signature. You can resize the image if required.
4. You can use the **tool bar** to customize the default signature.



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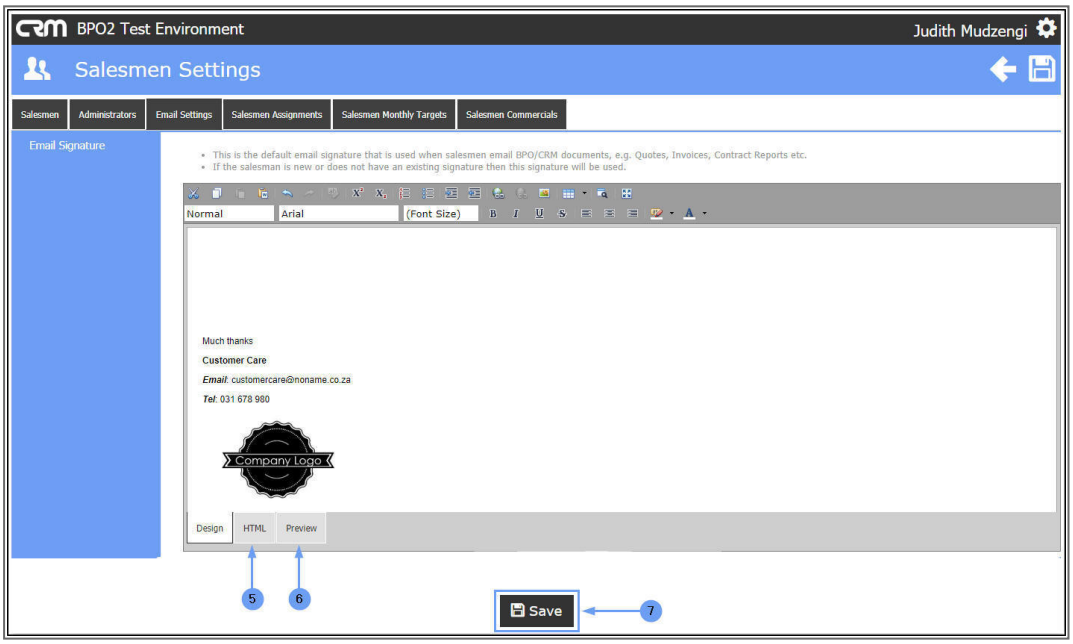
5. Click on the **../../../Service/LatestRelease/L** tab if you wish to customize the default signature in **../../../Service/LatestRelease/L**.
6. Click on the **Preview** tab if you wish to preview the configured default signature.
7. Click on **Save**.

- **Note 1**: Remember to maximise your screen if you do not see the **Save** button.
- **Note 2**: Remember you can also use the **Save** icon at the top right of your screen to save changes.



- You will return to the **Dashboard**.

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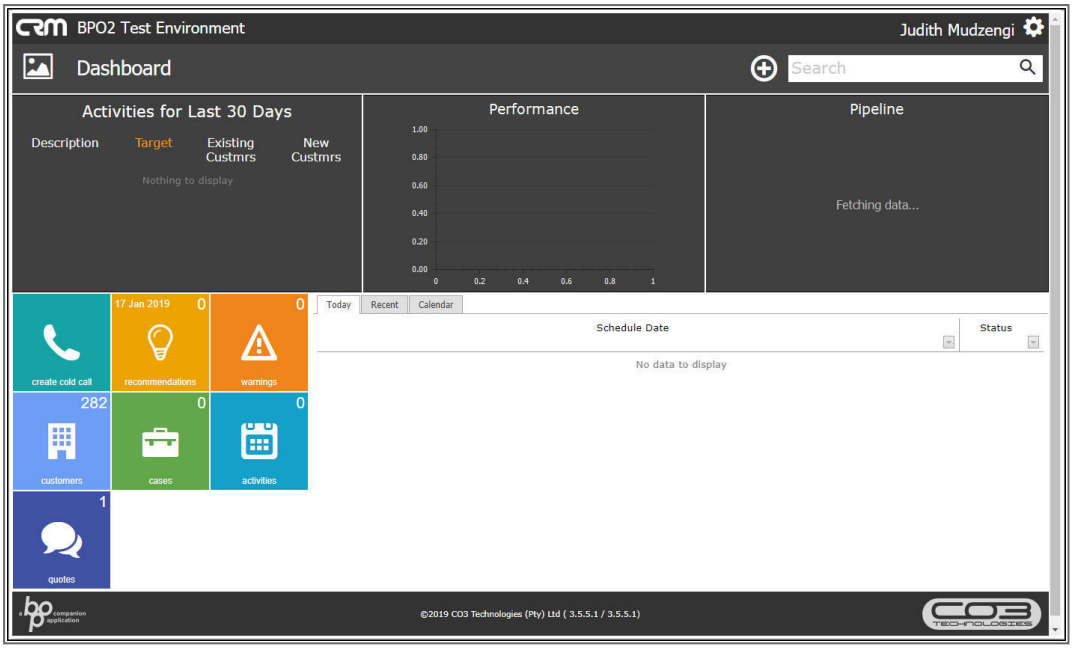

CRM.003.007

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