

# OE Extender script to send an email using Extender Message Templates

## Description

The Extender module contains a script attached to the O/E Order Entry view (OE0520) to send an email to customers based on an optional field on the customer, using an Extender message template to configure the content of the email.

Parameters are used to store the email template name as well as the AR optional field that stores the email address.

## Install Extender

Sage 300 Order Entry and Extender must be installed and configured.

Install Extender while all users are logged out of Sage 300.

Activate and restart Sage 300

## Setup Extender

### Prerequisites

Configure an AR optional field to store the email address to use for Order Confirmation, (or amend the script to use one of the standard AR Email addresses).

### Import the Extender module.

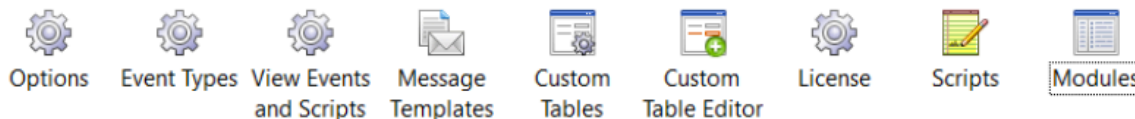
- Extender Modules / Import
- From the Sage Desktop, navigate to Extender / Setup / Modules
- Select Import
- browse to where the Sample Email.vi has been saved.

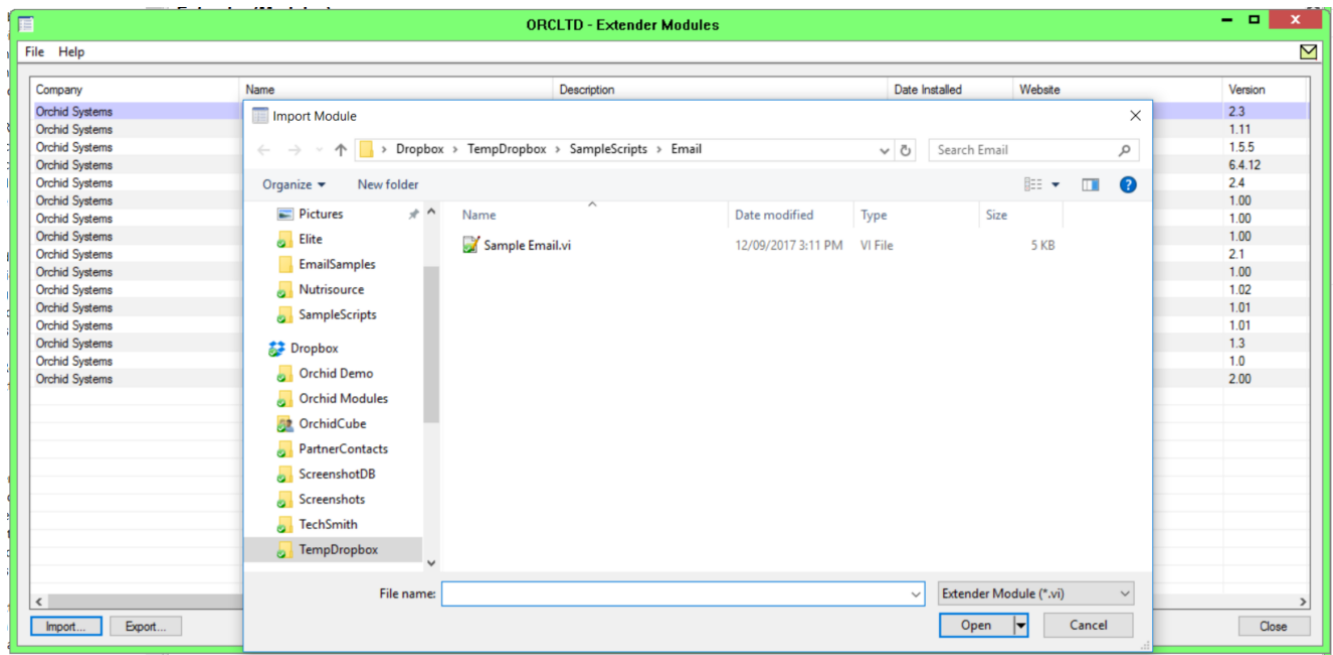
## Extender (Modules)

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[Click Open.](#)

This will create the custom tables, import scripts and link them to the relevant Sage 300 views. Restart the Sage Desktop when prompted for Extender Scripts to take effect.

## Check the module was imported successfully

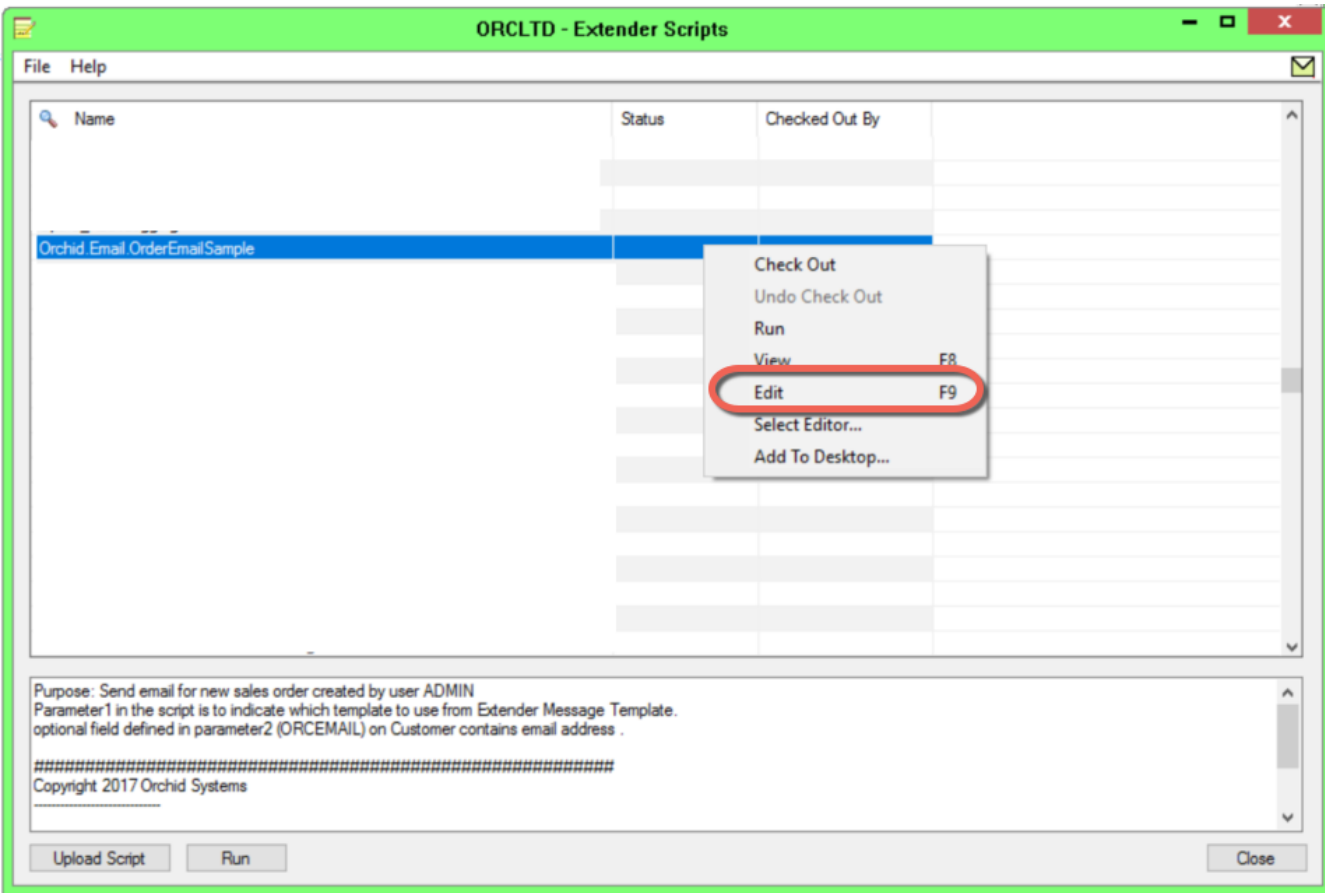
Navigate to Extender / Setup / Scripts

The module includes 1 script:

SampleEmail	Sends an email using the Extender Email class and message template configured in Parameter1 of the script. Email is sent to the value contained on the Customer Optional field defined in Parameter2 of the script.
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Note: You can amend the script (navigate to Extender > Setup > Scripts > select the script, right click and choose Edit.

e.g. if you want to use a standard AR Email address and not an optional field for Order confirmation emails.



## Enter setup data

Configure the Email template

The script contains an email template called ORCHID.EMAIL.OENEWTEMPLATE.

**ORCLTD - Extender Message Templates**

File Help

Message ID: :HID.EMAIL.OENEWTEMPLATE

Description: OE New Order Template

E-mail Subject: New order {ORDNUMBER} - Customer {CUSTOMER} {BILNAME}

New order {ORDNUMBER}  
Customer {CUSTOMER} {BILNAME}  
Ship via: {SHIPVIA}  
Reference: {REFERENCE}  
Order Date: {ORDDATE}

Last updated by {USER} on {DD}/{MM}/{YYYY} at {HOUR}:{MINUTE}:{SECOND}

Save Delete Close

## Entering Orders

Enter a new Order for a customer where the Optional field is populated, and test that you are receiving an email.