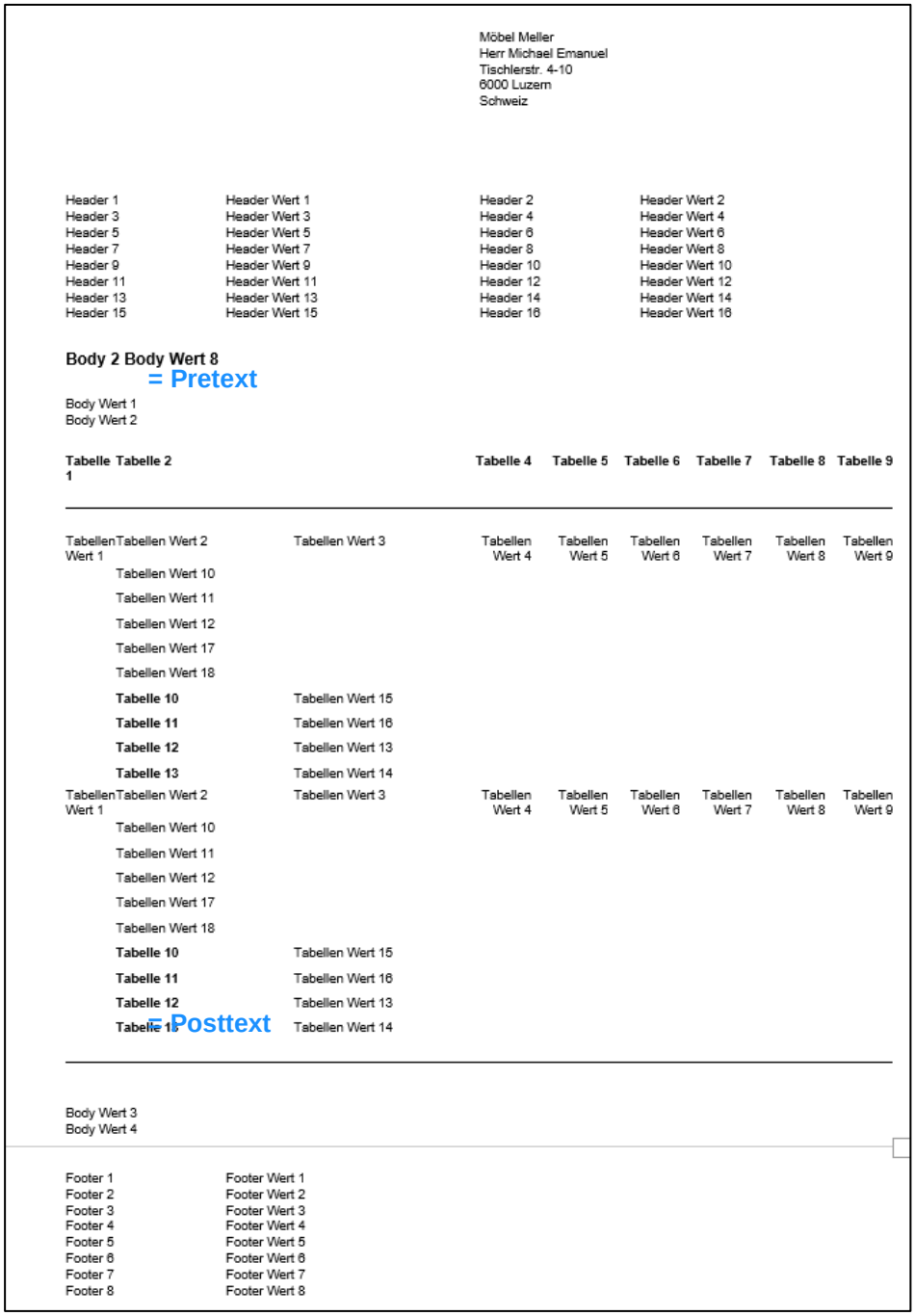
Document-text

Document texts can be divided into the following types:

1. Pre-text
2. Post-text
3. E-Mail Text

Standard texts for documents can be defined with pre- and post-text. Pretexts are printed above the table values and night texts below the table values:



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Header 1	Header Wert 1	Header 2	Header Wert 2
Header 3	Header Wert 3	Header 4	Header Wert 4
Header 5	Header Wert 5	Header 6	Header Wert 6
Header 7	Header Wert 7	Header 8	Header Wert 8
Header 9	Header Wert 9	Header 10	Header Wert 10
Header 11	Header Wert 11	Header 12	Header Wert 12
Header 13	Header Wert 13	Header 14	Header Wert 14
Header 15	Header Wert 15	Header 16	Header Wert 16

Body 2 Body Wert 8

= Pretext

Body Wert 1
Body Wert 2

Tabelle 1	**Tabelle 2**		**Tabelle 4**	**Tabelle 5**	**Tabelle 6**	**Tabelle 7**	**Tabelle 8**	**Tabelle 9**
Tabellen Wert 1	Tabellen Wert 2	Tabellen Wert 3	Tabellen Wert 4	Tabellen Wert 5	Tabellen Wert 6	Tabellen Wert 7	Tabellen Wert 8	Tabellen Wert 9
	Tabellen Wert 10							
	Tabellen Wert 11							
	Tabellen Wert 12							
	Tabellen Wert 17							
	Tabellen Wert 18							
	Tabelle 10	Tabellen Wert 15						
	Tabelle 11	Tabellen Wert 16						
	Tabelle 12	Tabellen Wert 13						
	Tabelle 13	Tabellen Wert 14						
Tabellen Wert 1	Tabellen Wert 2	Tabellen Wert 3	Tabellen Wert 4	Tabellen Wert 5	Tabellen Wert 6	Tabellen Wert 7	Tabellen Wert 8	Tabellen Wert 9
	Tabellen Wert 10							
	Tabellen Wert 11							
	Tabellen Wert 12							
	Tabellen Wert 17							
	Tabellen Wert 18							
	Tabelle 10	Tabellen Wert 15						
	Tabelle 11	Tabellen Wert 16						
	Tabelle 12	Tabellen Wert 13						
	Tabelle 13	Tabellen Wert 14						

= Posttext

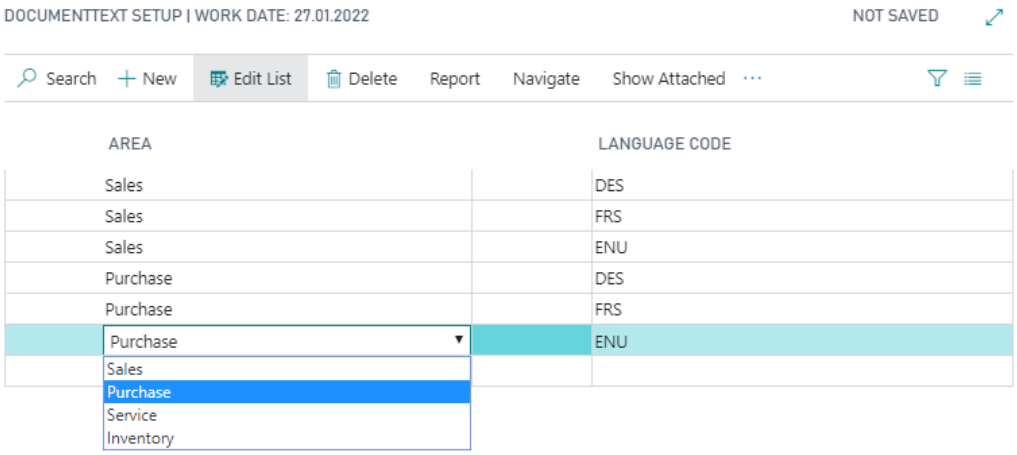
Body Wert 3
Body Wert 4

Footer 1	Footer Wert 1
Footer 2	Footer Wert 2
Footer 3	Footer Wert 3
Footer 4	Footer Wert 4
Footer 5	Footer Wert 5
Footer 6	Footer Wert 6
Footer 7	Footer Wert 7
Footer 8	Footer Wert 8

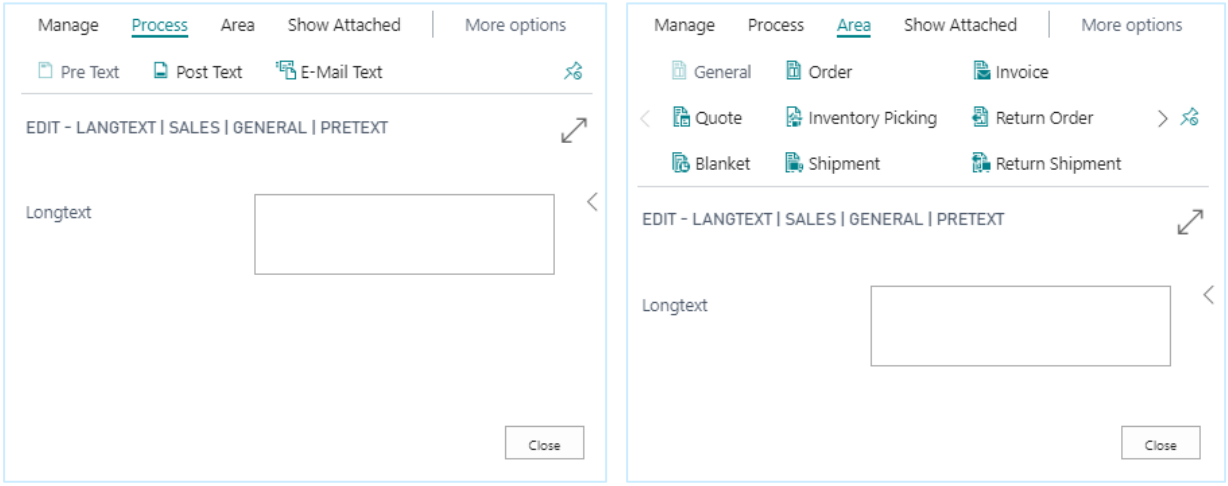
E-mail texts are text templates for sending documents by e-mail. E-mail texts contain the e-mail subject and the e-mail text.

Document-text setup

- You can find the Document text setup using the global search.
- Define areas for which document texts are to be stored.
- Store translations via language code.



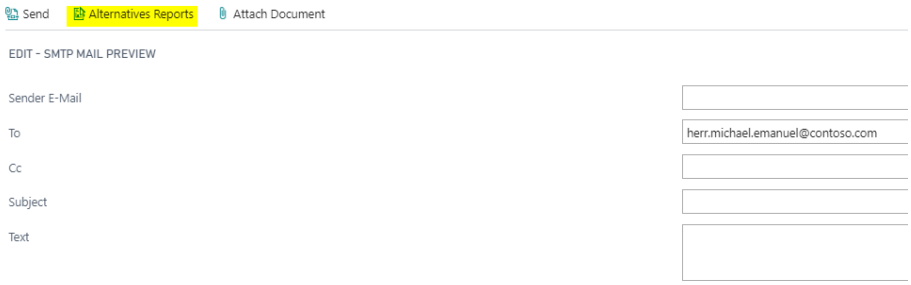
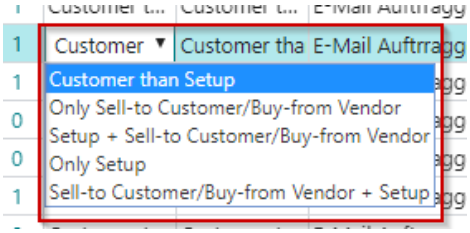
- With Report > *Document-text* store texts.
- With Process you can choose between the areas pretext, post-text and E-Mail-text
- Texts for individual documents can be defined via area.



Document-text Configuration

For document texts, up to 20 placeholders can be stored per area and document type. The formulas for the placeholders are defined in the document text configuration in the columns field 1 - 20. In the document texts, the placeholders are each displayed with a preceding % sign (e.g. %1 for the value from field 1). The configuration refers to both document texts and e-mail texts.

Fieldname	Description
Area	The areas of sales, purchase, service and inventory are available for selection.
Document type	The selection of the document type depends on the previously selected range.

Alternatives reports	Alternative reports can be defined, which can be selected as attachments when sending an e-mail. 
Pre/Post text flow and *E-Mail Text flow*	Document-texts can be created both for specific documents and for specific vendors and customers. In the columns pre/post text flow and E-Mail text flow, you can define the sequence and logic in which the document and E-Mail texts are to be considered.  • *Customer than Setup* ▪ *With this setting, the system checks whether customer and vendor-specific document and E-Mail exist. If so, these are mapped. The texts from the document-text setup only apply if no customer-specific and vendor-specific texts exist.* • *Only Sell-to Customer / Buy-from Vendor* ▪ With this setting, only vendor and customer-specific texts are considered. • *Setup + Sell-to Customer / Buy-from Vendor* ▪ With this setting, general texts from the document-text setup are mapped first and additional vendor- and customer-specific texts. • *Only Setup* ▪ Even if vendor- or customer-specific texts exist, only the texts from the document-text setup are considered. • *Sell-to Customer / Buy-from Vendor + Setup* ▪ With this setting, vendor and customer-specific texts are mapped first and the general texts from the document-text setup.
E-Mail Recipient Address and *E-Mail Sender Address*	In the columns E-Mail Recipient Address and E-Mail Sender Address, sender and recipient addresses are defined for e-mail transmission per report. The standard of Aproda Document Automation determines the recipient address according to the E-Mail address of the client. For the E-mail sender address, the standard specifies the E-Mail address according to the user setup.

Field 1 – Field 20	These fields define which values are to be considered instead of the placeholders in the document and E-Mail texts.

Note:

In order for the E-Mails to be sent correctly, the *SMTP mail setup* must be set up correctly. It is important that the user ID from the SMTP mail setup has read and write permission for the E-Mail address that is stored as sender E-Mail address.

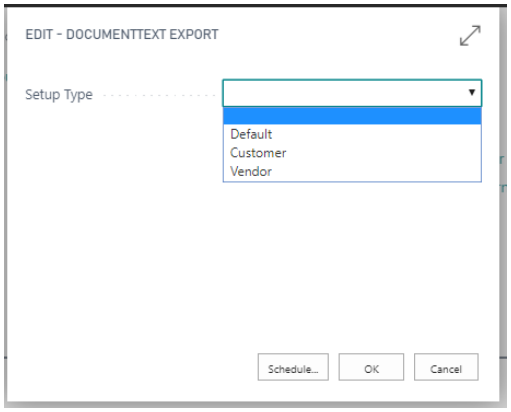
Document-text Import / Export

Due to the text structure, document texts cannot be imported and exported as continuous text via RapidStart packages.

Aproda Documents Automation provides its own import and export functions for this purpose, each of which can be accessed via the global search. This applies to both document and E-Mail texts.

Open *Document-text Export* > Choose *Setup Type* > *OK.*

The available types standard, customer and vendor stand for document-, customer- or vendor-specific texts.



The OK button exports the texts to an Excel file.

This file can be used for import, for example, into another company.

Open *Document-text Import* > Choose *Setup Type* > Select file for import on the local drive.