

Order approval administration settings

Name	Description	Default Value
Can access approval functions	When selected, approval functions are available.	false
Final order submit level	This value contains the top most, or final level required to submit an order. Only when an order reaches this approval level will it be released from the approval process and submitted for processing	0

Order approval email notification settings

Name	Description	Default Value
Email URL to eServ Website	This value contains the complete URL to your eServ Website. This value is used to add the page name for displaying orders. An example: http://www.opsoftware.com/eserv. Please note that the URL must begin with the http://.	
Approval email from address	This value contains the from email address for all approval emails	
Approval email reply-to address	This value contains the optional reply-to email address for all approval emails.	
Approval email order display page	This value contains the page name to display when the approval email link is clicked. This page must exist in your website.	HEOrder.asp
Approval email format	This value controls the email format for all approval emails. Text only will send the specified body and include a separate link the user can click or copy to access the order. HTML format will send the specified body as a link with the URL hidden behind the email body.	Text Only

Order approval user settings

Name	Description	Default Value
User requires order approval	When selected, this user's orders will be subject to the approval settings.	false
User approval level	This value contains the user approval level. This value in combination with the minimum level to submit controls when an order can be final submitted.	0
User auto approve contract ID	This value contains a single contract ID that qualifies for auto-approval. If an order contains only items from this contract ID, then the order will be automatically approved. If no value is specified, then orders will follow the normal approval process. WARNING! The contract ID is case sensitive!	
User minimum amount to approve	This value contains the minimum order amount that requires approval. Any orders placed less than this amount will be automatically approved. Entering zero will disregard this option.	0

User approval email settings

Name	Description	Default Value
Send email when order requires approval	When selected, an email will be sent if an order is entered that requires approval.	false
Approval email to address	This value contains the to email address for the email notifying the approver that an order has been entered that requires approval.	
Approval email CC address	This value contains the CC email address for the email notifying the approver that an order has been entered that requires approval.	
Approval email BCC address	This value contains the BCC email address for the email notifying the approver that an order has been entered that requires approval.	
Approval email subject	This value contains the subject for the email notifying the approver that an order has been entered that requires approval.	Order Approval Request
Approval email body	This value contains the text body to appear in the approval email request.	Order Approval Request

Approver option settings

Name	Description	Default Value
Can access approval functions	When selected, the approve functions are available.	false
Approver level code	This value specifies what level orders are to be moved to when approved.	0
User level this approver responsible for	This value contains the user level that this approver is responsible for. This approver cannot see or access any order with an approval code higher than this setting.	0
Show all levels below	When selected, this approver will see all orders with approval levels below the level specified for this approver. If not selected, then this approver will see only those orders with the specified approval level.	false

Name	Description	Default Value
Send email when orders are approved	When selected, this will send an email to the specified addresses when an order is approved.	false
Approved email to address	This value contains the to email address to send the approved email.	
Approved email CC address	This value contains the CC email address to send the approved email.	
Approved BCC email address	This value contains the BCC email address to send the approved email.	
Approved email subject	This value contains the subject of the order approved email.	Order Approved
Approved email body	This value contains the text body of the order approved email.	Your order has been approved. Click the link to view your order.
Send email when orders are declined	When selected, a decline email will be sent when order approval is declined.	false
Declined email to address	This value contains the to email address for the order declined email.	
Declined email CC address	This value contains the CC email address for the order declined email.	
Declined email BCC address	This value contains the BCC email address for the order declined email.	
Declined email subject	This value contains the email subject for the order declined email.	Order Declined
Declined email body	This value contains the text body for the order declined email.	Your order has been declined and returned to your held orders. Click the link to display the order.

Order approval list page settings

Name	Description	Default Value
Approval page menu text	This value contains the text appearing on the ordering menu to access the approve orders list page.	Approve Orders
Approval page name	This value contains the page name to load when the approve orders menu item is selected. This page must exist or an error will occur.	HPList.asp
Approval page header	This value contains the page header shown in the upper right of the approve orders list page.	Approve Orders
Approval page title	This value contains the text appearing at the top center of the approve orders list page.	Select an Order to Modify
Approval page submit button text	This value contains the text appearing on the submit button on the approve orders page.	Approve/Decline Selected Orders
Approval page reset button text	This value contains the text appearing on the reset button on the approve orders page.	Clear All Selections
Approval page order ID text	This value contains the column heading text for the order ID column on the approve orders page.	ORDER ID
Show account ID on approval page	When selected, the account ID will be shown on the approval order listing.	false
Approval page account ID text	This value contains the text appearing above the account ID on the order approval page.	ACCOUNT
Show department ID on approval page	This value controls if the department ID is shown on the approve orders listing.	false
Approval page department text	This value contains the column heading text for the department ID on the approve orders page.	DEPT
Show sold to name on approval page	This value controls if the sold to name is shown on the approve orders page listing.	false
Approval page sold to text	This value contains the sold to column heading on the approve orders page.	SOLD TO
Show sold to suite on approval page	When selected, the sold to suite will be shown on the order approval page.	false
Approval page sold to suite text	This value contains the column heading text for the sold to suite on the order approval page.	SUITE
Show sold to street on approval page	When selected, the sold to street address will be shown on the order approval page.	false
Approval page sold to street text	This value contains the column heading text for the sold to street shown on the order approval page.	STREET
Show ship to name on approval page	This value controls if the ship to name is shown on the approve orders listing.	false
Approval page ship to name text	This value contains the ship to name column heading text on the approve orders listing.	SHIP TO NAME
Show ship to suite on approval page	When selected, the ship to suite will be shown on the order approval page.	false
Approval page ship to suite text	This value contains the text appearing above the ship to suite column on the order approval page.	SUITE
Show ship to street on approval page	When selected, the ship to street address will be shown on the order approval page.	false
Approval page ship to street text	This value contains the column heading text for the ship to street shown on the order approval page.	STREET
Show who called name on approval page	When selected, the who called name will be shown on the order approval page.	false
Approval page who called name text	This value contains the column heading text for the who called name shown on the order approval page.	WHO CALLED
Show attention name on approval page	This value controls if the attention name column is shown on the approve orders listing.	false

Order approval list page settings

Name	Description	Default Value
Approval page attention name text	This value contains the attention name column heading text on the approve orders listing.	ATTENTION
Show short PO on the approval page	This value controls if the short PO column is shown on the approve orders listing.	true
Approval page short PO text	This value contains the short PO column heading text on the approve orders listing.	PO NUMBER
Show long PO on the approval page	This value controls if the long PO column is shown on the approve orders listing.	false
Approval page long PO text	This value contains the long PO column heading text on the approve orders listing.	EXTENDED PO
Show comments on approval page	This value controls if the order comments column is shown on the approve order listing.	true
Approval page comments text	This value contains the comments column heading text on the approve orders listing.	COMMENTS
Show number of items on approval page	This value controls if the number of line items column is shown on the approve order listing.	true
Approval page number of items text	This value contains the column heading text for the number of line items on the approve orders listing.	ITEMS
Show order amount on approval page	This value controls if the order amount column is shown on the approve order listing.	true
Approval page amount text	This value contains the heading text for the order amount column on the approve order listing.	AMOUNT
Show approve check box on approval page	This value controls if the approve this order check box column is shown on the approve order listing.	true
Approval page approve check box text	This value contains the approve order check box column heading text shown on the approve order listing.	APPROVE
Show decline check box on approval page	This value controls if the decline this order check box column is shown on the approve order listing.	true
Approval page decline check box text	This value contains the decline order check box column heading text shown on the approve order listing.	DECLINE
Show order note on approval page	This value controls if the approve order note (*) column is shown on the approve order listing.	true
Approval page note text	This value contains the approve order note column heading shown on the approve order listing.	*
Approve orders note message	This value contains the message appearing at the bottom of the approve order listing explaining the note column meaning.	* = Orders will be re-priced at the current prices when approved.
Approve order page to display on open	This value contains the page name to open when the user opens an order to approve. This page must exist or an error will occur.	HEEdit.asp
Re-price approve orders when opened	When enabled, this option will re-price approve orders when opened. Current pricing will be applied anytime a approve order is opened when this option is true.	true