Custom Messages

Last Modified on 11/09/2022 11:35 am EST

Overview

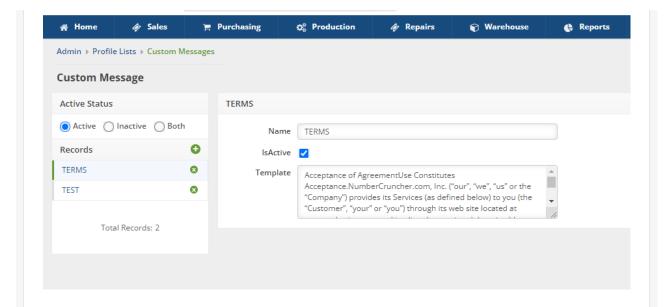
You now have the ability to create a Shortcut to a longer custom message within Order Time. These act as snippets and can be used for internal notes or Custom Messages for your customers.

View on YouTube

Adding a Custom Message

To access your Custom Messages click on the Gear icon in the upper right corner of the screen. Under the General section, click on **Profile Lists**. On the Profile Lists, under the **Sales** section click on **Custom Messages**.

- Enter a *Name* for your Custom Message. (Limited to 10 characters)
- Select if the Custom Message is *Active* and then enter the Custom Message's *Template*. The template is what will be shown each time you select that specific Custom Message.
- Click on **Save** when done.



Utilizing the Custom Messages

To use the Custom Messages you will click into a memo type field from the Memo and Instructions tab of a transaction.

Then on your Keyboard press: Alt + G

This will bring up a pop up box to the right side of the field you are in that contains a dropdown menu. There you will select the Name of the custom message you want to appear.

