

# Email Template

An email template is a pre-designed message format for efficient and consistent email communication. Templates save time and maintain professionalism in various email contexts, such as marketing campaigns and customer support.

## Adding Email Template

Note: All Fields marked with \* are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

**Settings << Email Template << Add**

Enter the Template Name and the required fields in Template Detail Screen and click Save.

Template Detail

Template Name

Subject \*

Email Type \*

Module \*

Insert Fields

Body \*

Template Name

Subject

Select

Select

Select

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Cancel

Save

## Edit Email Template

**Settings << Email Template << List**

From the List of Email Template, click the Edit option on the right side of the screen. Enter the required information in Template Detail screen and click Update option.

EDIT TEMPLATE ENTER THE TEMPLATE INFORMATION Cancel Update

Template Detail

Template Name \*

test

Subject \*

test

Email Type \*

Email

Module \*

Employee

Insert Fields

Select

Body \*

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Cancel Update

# Delete Email Template

**Settings << Email Template << List**

To Delete the Email Template, Click Delete option on the right side of Template Details screen.

TEMPLATE LIST TEMPLATE INFORMATION

Refresh

Add Template

Template Name	Subject	Module	Template Type	Action
Template Name	Subject	Select	Select	Search Reset
test	myecare	Employee	Email	<div><div></div><div></div><div></div></div>