

# 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

B

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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.

# Delete Email Template

[Settings](#) << [Email Template](#) << [List](#)

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

Refresh

Add Template

Template Name	Subject	Module	Template Type	Action
<input type="text" value="Template Name"/>	<input type="text" value="Subject"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
test	myezcare	Employee	Email	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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