

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.

TEMPLATE LIST TEMPLATE INFORMATION

Refresh

Add Template

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

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