How to create a mail template

- Go to Setup \Rightarrow mail \Rightarrow templates
- Press "New"
- select which organisation has the right to use this template
- Enter a subject (just like sending a regular e-mail)
- Enter the mesage
 - $\circ\,$ You can use the "Available fields" to personalize the mesage
- Enter a e-mailadres for the sender (at "from")
- if desired test or preview
 - $\circ\,$ The test option sends a mesage to the "to(test)" adres just like it's a patient
 - $\,\circ\,$ The prevriew generates the e-mail on screen
- Press 'Save'

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Last update: 2020/03/12 12:08