

# Editing the Welcome Email

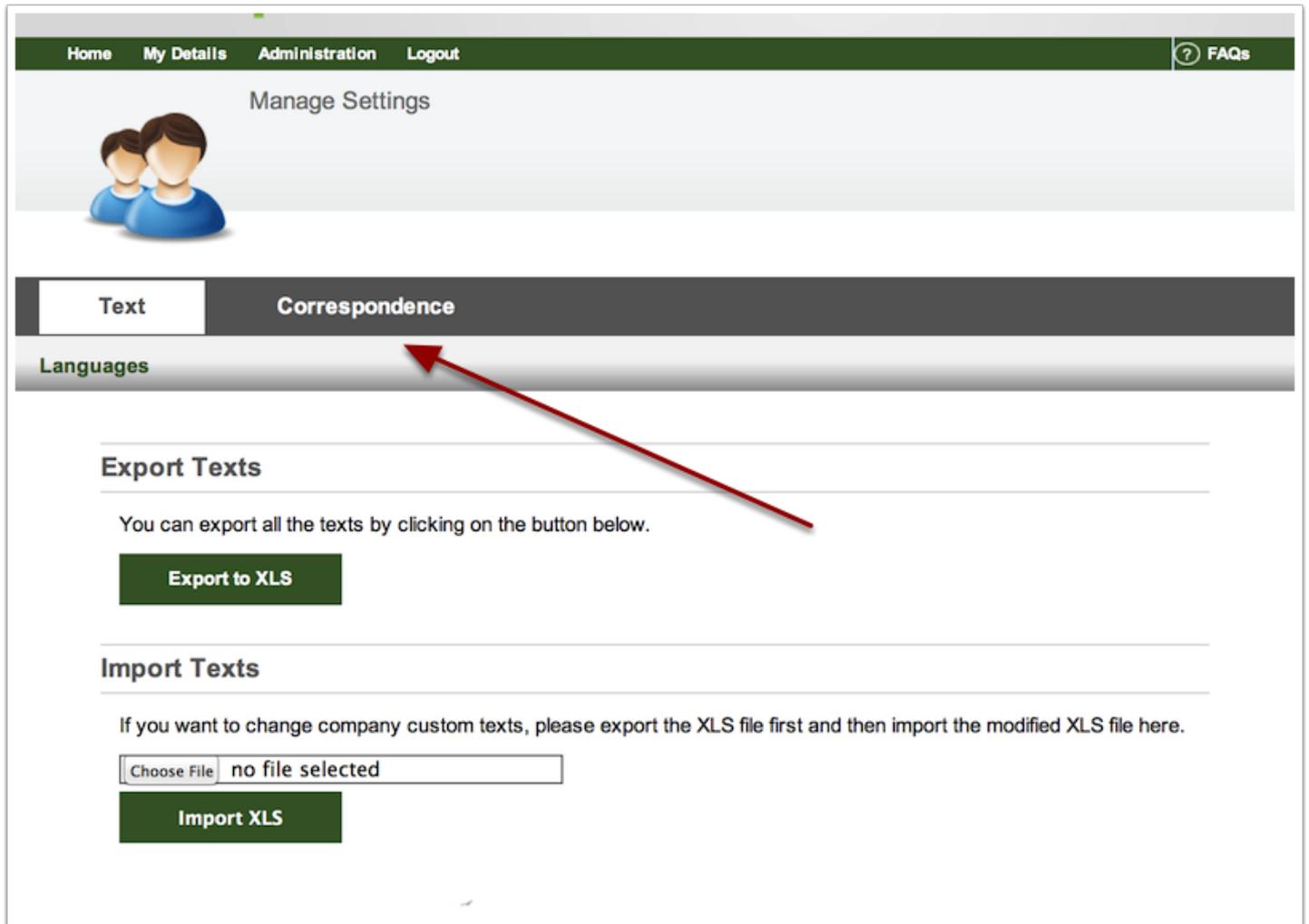
## Home -> General Settings

From the "Home" page, select the "Administration" tab and click on "General Settings".

The screenshot displays the PROFITS4PURPOSE website interface. At the top left is the logo, a green circular arrow with a city skyline, and the text "PROFITS4PURPOSE". To the right, the tagline "Simple. Relational. Innovative." is displayed. Below the logo is a navigation bar with tabs: "Home", "My Details", "Administration", and "Logout". A "FAQs" link is located on the far right of the navigation bar. The main content area features a sidebar on the left with a "Company" icon and a list of menu items: "Activity Reports", "Users", "Events", "Event Reports", "Donations", "Non-Profits", "Company Goals", "General Settings", and "Reminders". A red arrow points from the "General Settings" menu item to the main content area. The main content area contains several sections: "Search Non-Profit Profiles" with a handshake icon, "Volunteer Opportunities" with a calendar icon showing "APR 21", "Track Volunteer Hours" with a clock icon, "Financial Donations" with a \$100 bill and coins icon, and "Our Stories" with a target icon. A paragraph of text is visible in the background, partially obscured by the sidebar: "for visiting our employee volunteer platform. Here you will find tools to help you... erence in your community! Use this site to log volunteer hours, learn about new... and find out how we're working together to support of community."

## General Settings -> Correspondence

Be sure to select the "Correspondence" tab.



The screenshot shows a web application interface for managing settings. At the top, there is a navigation bar with links for Home, My Details, Administration, and Logout, along with a FAQ icon. Below this is a header area with the title 'Manage Settings' and an icon of two people. A dark grey tab bar contains two tabs: 'Text' and 'Correspondence'. The 'Correspondence' tab is currently selected and highlighted. Below the tabs, there is a section titled 'Languages' with a red arrow pointing to it. The main content area is divided into two sections: 'Export Texts' and 'Import Texts'. The 'Export Texts' section includes a button labeled 'Export to XLS'. The 'Import Texts' section includes a text input field with a 'Choose File' button and the text 'no file selected', followed by an 'Import XLS' button.

## Editing the Welcome Email

After clicking on Correspondence, you will find many different types of email templates. Locate and select the "New User Welcome" template. Doing this will open up your ability to edit the subject of the Welcome Email, the name of the sender, the reply address, and then the body of the email.

On the side you will see Available Variables. These variables are to be used in the email, and would email each user their own specified username and password.

Finally, be sure to save what you have edited.

The screenshot shows the 'Email Templates' management interface. At the top, there is a table with columns for ID, GROUP, SUB-GROUP, and TEMPLATE NAME. The 'New User Welcome' template is selected and its details are shown in a form. The form includes fields for Description, Subject, From Name, Reply To, and a checkbox for 'Pop-up Email Template?'. The 'Body' field is highlighted with a red border and contains a rich text editor with the following content:

Welcome to Profits 4 Purpose!

Great to meet you! My name is Luke Harmon I am your P4P Account Representative.

Please take a moment to view this video introducing your new portal:  
<https://vimeo.com/64528560>

To log into your new personalized P4P account using the following link:  
`::company_login_link`

Once you are logged in, you are able to customize your password by clicking on the "Profile" tab. Your login details are as follows, and they are case sensitive:

User: `::user_name`

Password: `::user_password`

If you have any questions, please email me directly at:  
Path: p

Words: 98

On the right side of the editor, there is a 'Saved' button, a 'Cancel' button, and a 'Restore Default Template' button. Below these is a yellow box titled 'Available Variables' which lists the following variables:

- `::company_login_link`: Inserts a link that goes to your company's login page
- `::user_name`: Inserts user's username.
- `::user_password`: Inserts user's password.