

Editing the Welcome Email

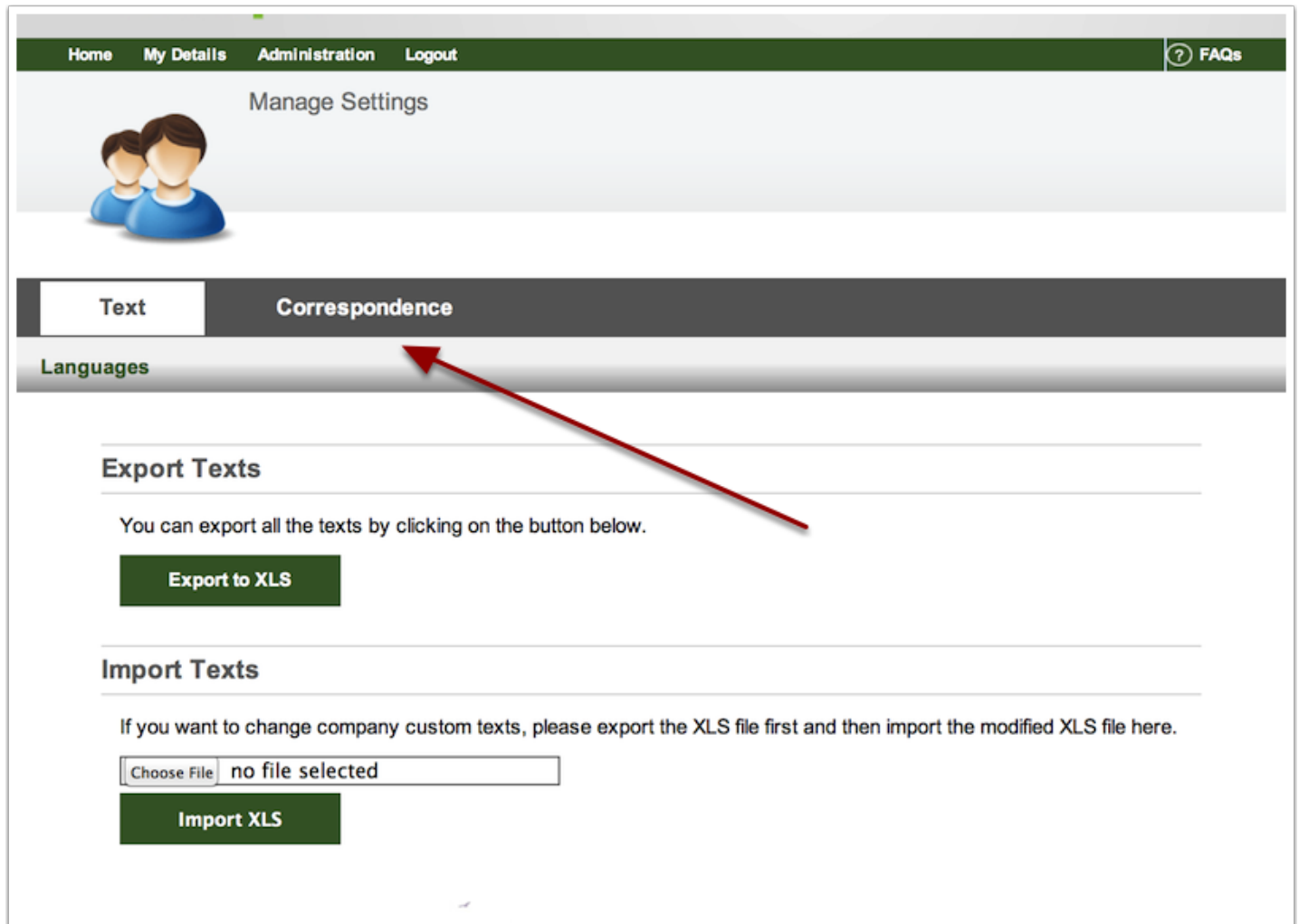
Home -> General Settings

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



General Settings -> Correspondence

Be sure to select the "Correspondence" tab.



The screenshot displays a web application interface for managing settings. At the top, a navigation bar includes links for Home, My Details, Administration, and Logout, along with a FAQ icon. Below this, the 'Manage Settings' section features an icon of two people. A tabbed interface is present, with 'Text' and 'Correspondence' tabs; the 'Correspondence' tab is active and highlighted in dark grey. A red arrow points to this tab. Below the tabs, a 'Languages' section is visible. The main content area is divided into two sections: 'Export Texts' and 'Import Texts'. The 'Export Texts' section contains a message and an 'Export to XLS' button. The 'Import Texts' section contains a message, a file selection input (showing 'no file selected'), and an 'Import XLS' button.

Home My Details Administration Logout ? FAQs

Manage Settings

Text Correspondence

Languages

Export Texts

You can export all the texts by clicking on the button below.

Export to XLS

Import Texts

If you want to change company custom texts, please export the XLS file first and then import the modified XLS file here.

Choose File no file selected

Import XLS

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.

Email Templates ▼

ID	GROUP ▲	SUB-GROUP ▲	TEMPLATE NAME ▲
			New User Welcome

[Close](#)

Description

This email is sent to a user after the administrator creates a new account for them. It provides them with their username and password.

Subject: *

Welcome to Profits 4 Purpose

From Name:

Luke Harmon

Reply To:

luke@profits4purpose.com

Add CC or BCC ▼

Pop-up Email Template?

☐ Yes ☒ No

Body: *

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 [redacted]

Path: p Words: 98

[Saved](#)

[Cancel](#)

[Restore Default Template](#)

Available Variables

These variables may be used in the Subject and Body fields..

- ::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.