Custom Email Templates

Is this feature disabled?

Contact To Enable *This feature needs to be switched on for your site by Commerce Vision. Implementation also requires consultation with Professional Services.*

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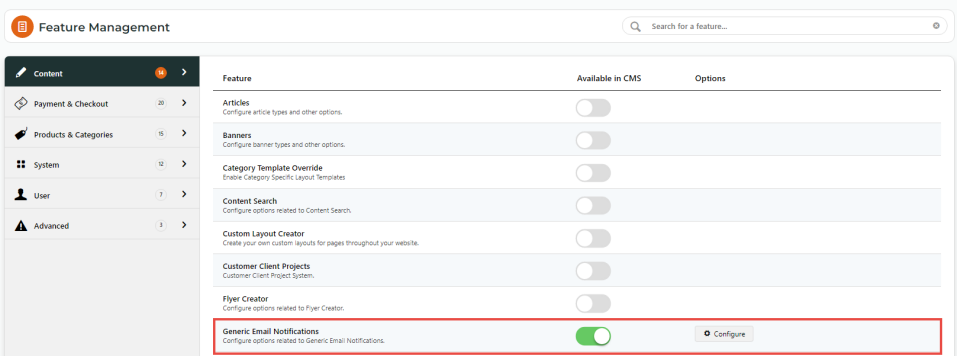
Overview

Create custom email notification templates with the Generic Email Notifications. Each template is linked to a notification type so keeping track of them and testing them is easy.

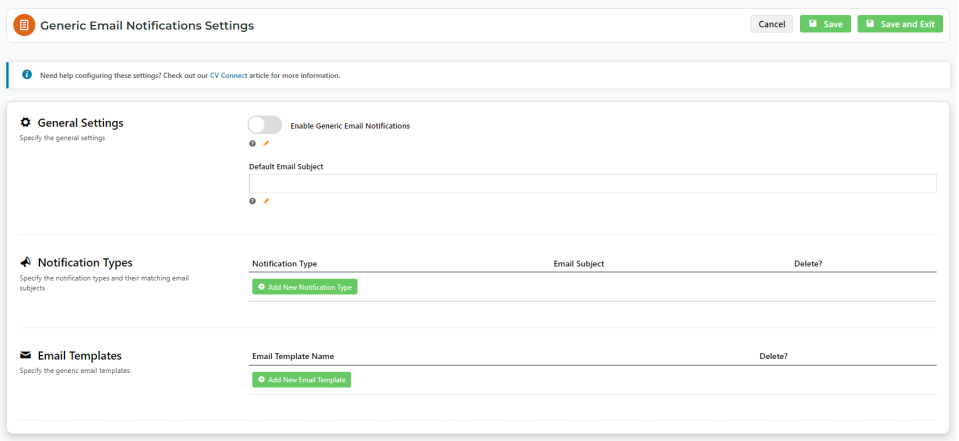
Step-by-step guide

1. Enable and configure feature

1. *Go to **Settings Settings Feature Management Content**.*
2. *Ensure **Generic Email Notifications** is enabled, then click **Configure**.*



3. *Configure **Generic Email Notification Settings**.*



4. *To enable this feature on your site, in **General Settings**, toggle ON **Enable Generic Email Notifications**.*

5. *In **Default Email Subject**, enter a default email subject for generated emails.*

2. Add a Notification Type

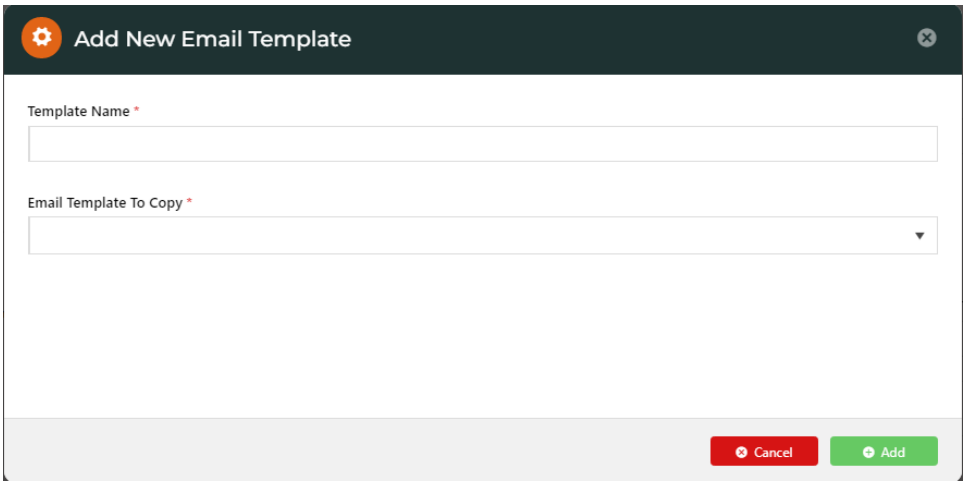
1. *Go to the **Notification Types** section.*
2. *Click **Add Notification Type**.*
3. *In Notification Type, enter a description of the email notification type.*

4. *In Email Subject, enter the email subject for the notification type.*
5. *Click **Save**.*

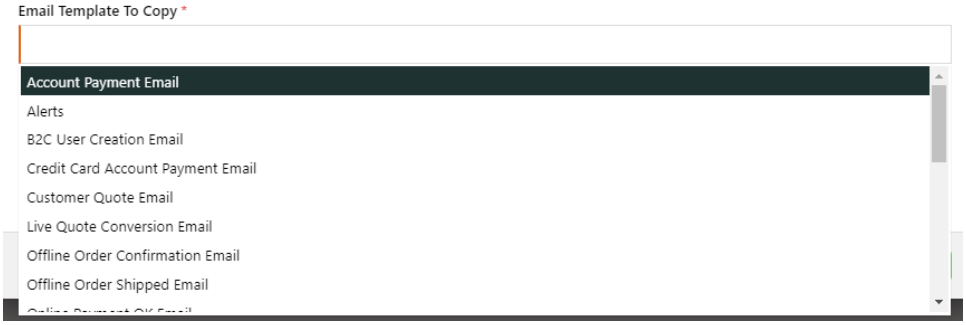
3. Specify Email Template

1. *Go to the **Email Templates** section.*
2. *Click **Add New Email Template**.*

3. *Create the new email template in the **New Email Template** popup. In **Template Name**, enter a unique name. It cannot be the same as an existing email template.*

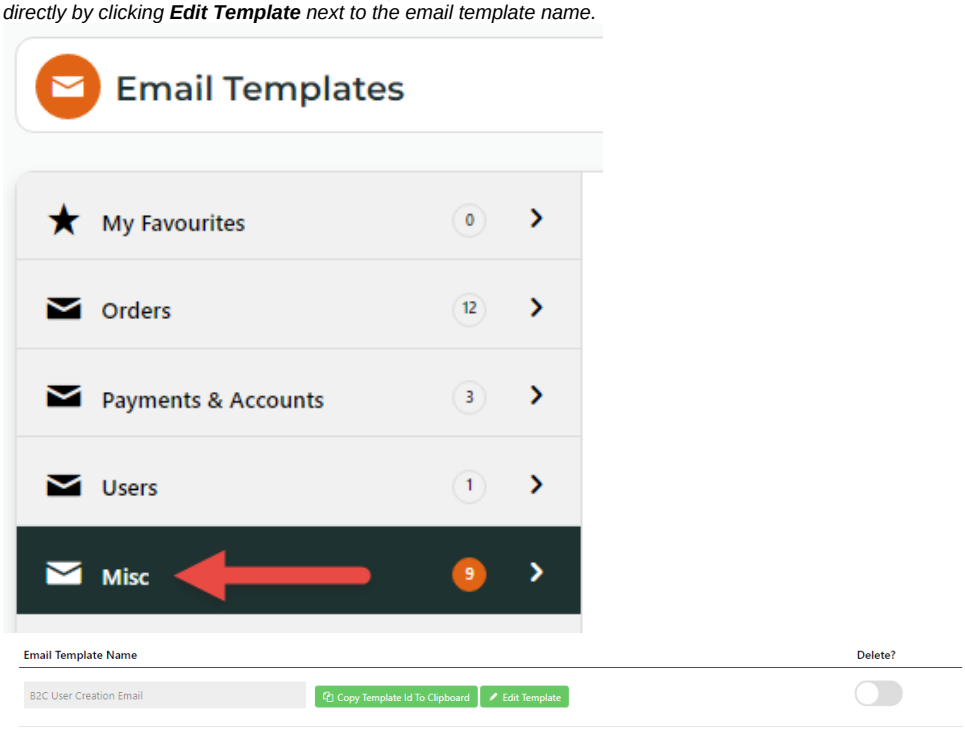


4. *In **Email Template to Copy**, select an existing email template as a base.*



5. *Click **Save**. Once saved, the new template Id (Identifier as a guid) can be copied to clipboard. **NOTE -** The use of the Id is for Commerce Vision implementation.*

6. *Edit the template as you need. Created templates are stored in **Content Emails Misc**. But they can be accessed directly by clicking **Edit Template** next to the email template name.*



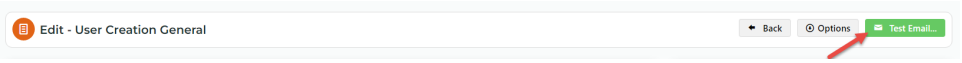
***TIP -** Email templates created here can only be accessed if this feature is enabled.*

4. Test Email Template (optional)

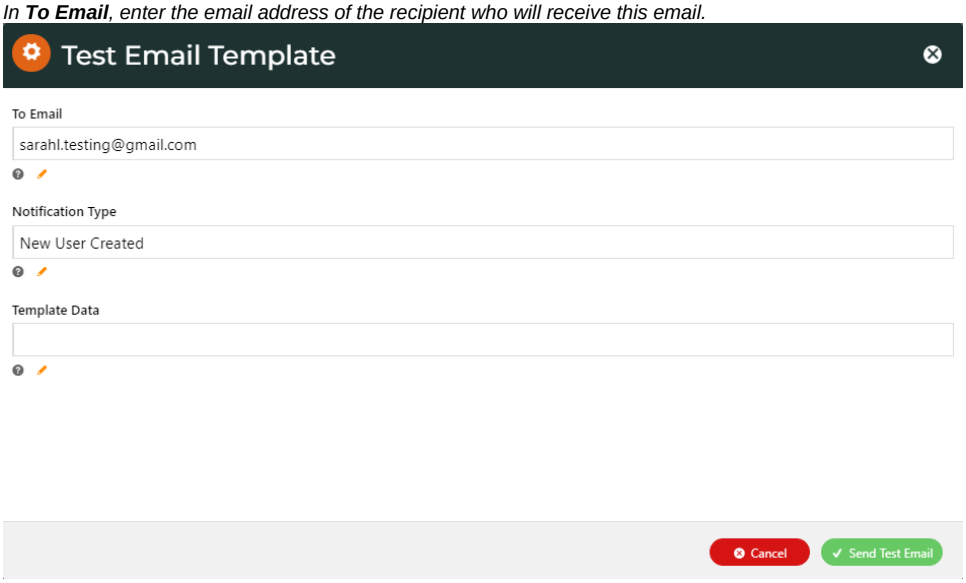
> ⚠ If this email template comes with an attached document, e.g., a quote attached email, it cannot be tested using the Test Email feature.

Once you are in the email template, you can test it.

1. *Click **Test Email**.*



2. *In **To Email**, enter the email address of the recipient who will receive this email.*



3. *In **Notification Type**, if not filled, enter the name of the notification type (exactly as in the Notification Type field when it was created).*
4. ***Template Data** should have been filled already.*
5. *Click **Send Test Email**.*

Additional Information

Minimum Version Requirements	4.37
Prerequisites	--
Self Configurable	No
Business Function	Content Management
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- B2B User Registration
- Create Users to Approve Report
- Email Template List
- Website User Maintenance for Account Admins
- Website User Roles

Related widgets

- B2C Registration Verification Notification Widget
- B2C Registration Verification User Notification Email Widget
- B2C Registration Verification Required Email Widget

- Register Widget