

Custom Message for Emails

Please be aware experience in HTML code is preferred but if you are not familiar with HTML then you can achieve it in MS Word by following the steps below.

1. Create your custom message in MS Word.
2. Lay out your text as you wish your clients to see it.
3. Sample message below, at this point we will not include any images.

(Place for an image)

Thanks for your recent visit to Sample Motors.
For your personal reference please find your invoice attached.

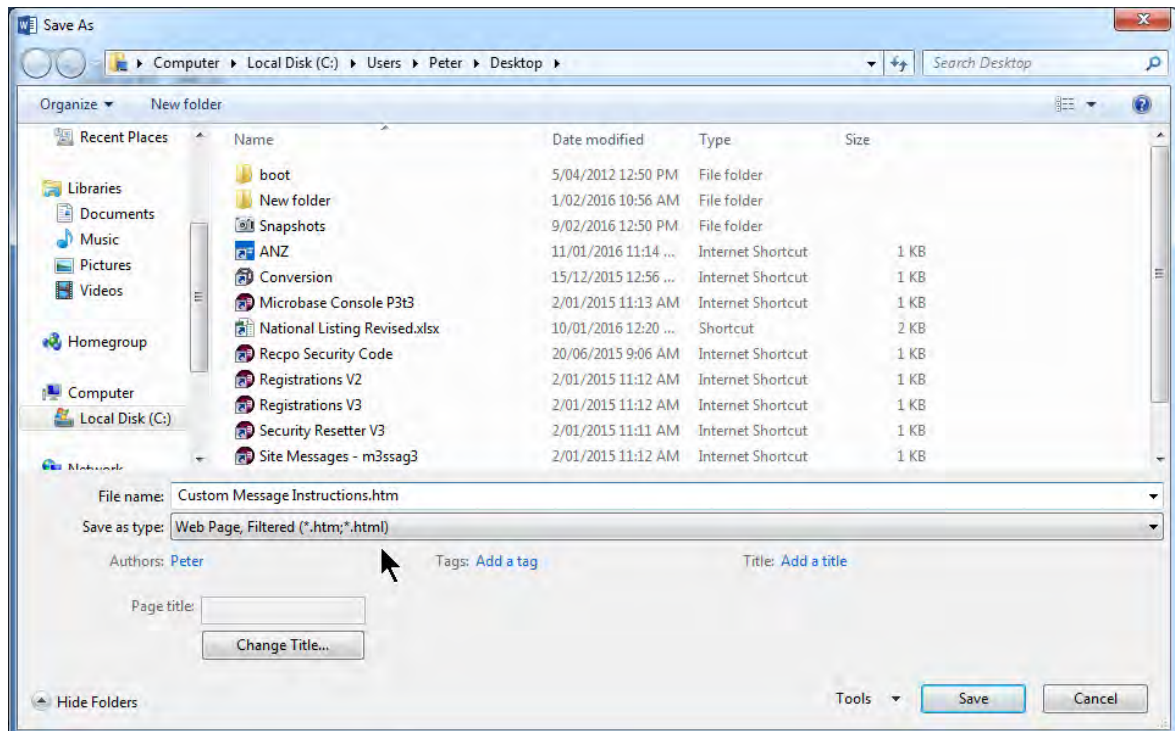
Should you have any feedback or concerns please contact our customer service team on 03 1234 5678 or email us at service@samplamotors.com.au

Sample Motors Can Now Share The Driving With You

(Place for an image)

Click on the MyAutoConnect logo to visit the web site to learn more.

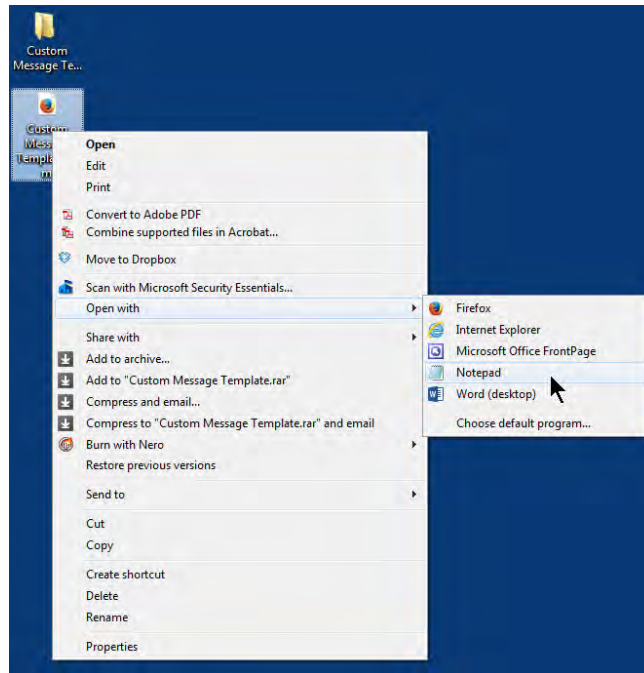
4. When completed SAVE your document as Web Page Filtered (*.htm; *.html) document.



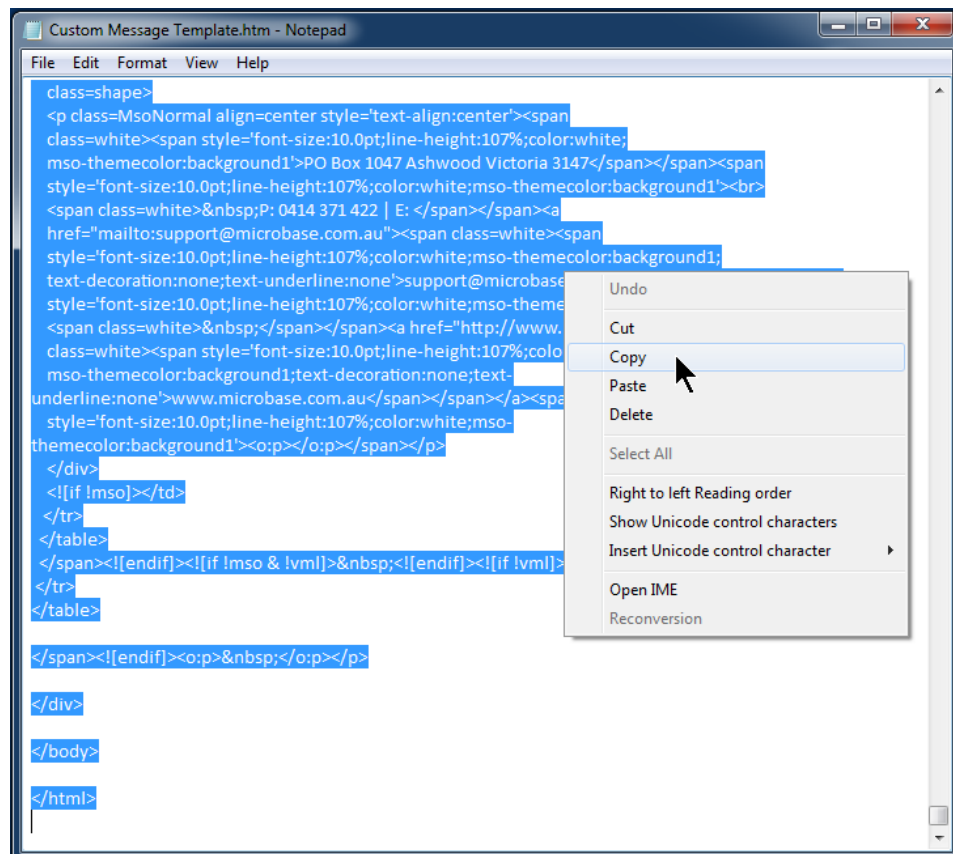
5. Wherever you saved, the document it will place a separate folder with the same saved name this folder will contain any elements other than text that is part of your document.

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6. Right mouse click on your HTML document, go to “Open with”, and choose Notepad.



7. Your document will open in Notepad but all the text will now be in HTML go to “View – Select All” then right mouse click and copy all HTML code.



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8. In Automation go to File – Site Settings – Online Settings click on Custom Emails.

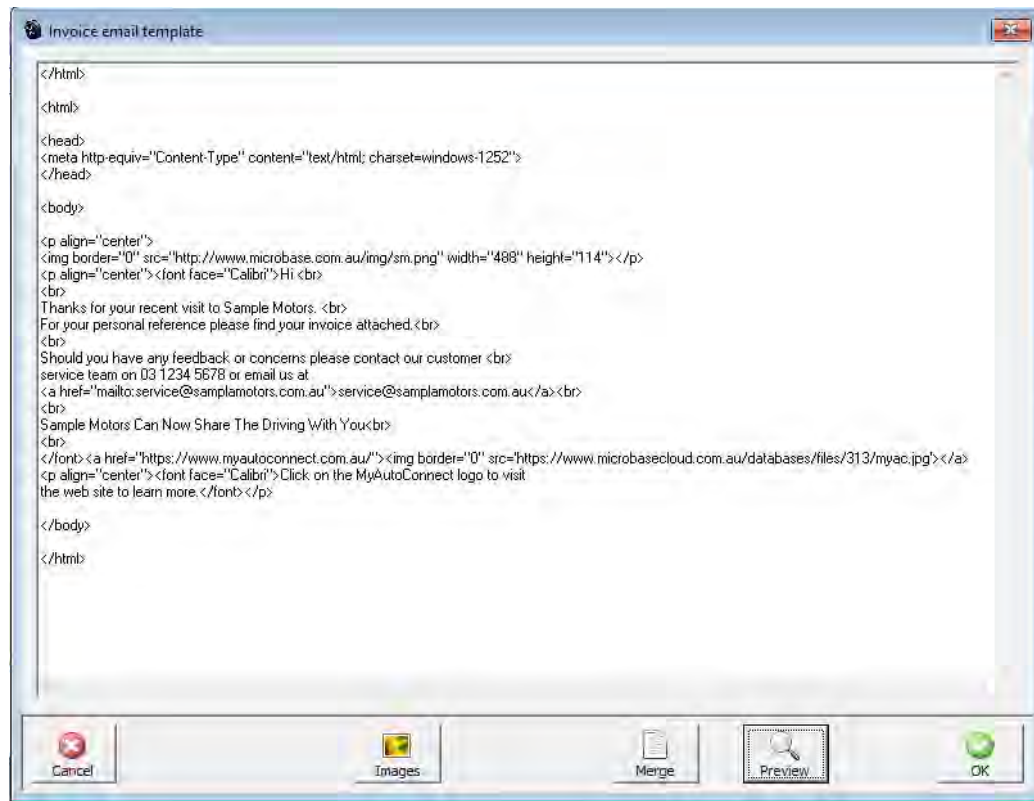
The screenshot shows the 'Settings' application window with the 'Online Settings' tab selected. The window is divided into several sections: 'SMS', 'Vehicle Visuals', 'Mail (SMTP) Server', 'Repco', 'COVS', 'Burson', 'Site Messages', 'Remote Group', 'Remote Bookings', 'Customer Satisfaction Surveys', and 'Enhanced Marketing Emails'. The 'Repco' section is expanded, showing 'Repco Supplier', 'Repco Invoice Retrieval', and 'Navigator' sub-sections. The 'Custom emails...' button is located at the bottom right of the 'Enhanced Marketing Emails' section and is highlighted with a mouse cursor.

9. Click on the small square button against "Use custom email for invoices".

The screenshot shows the 'Custom emails' dialog box. It contains a list of four email types with checkboxes and small square buttons next to them: 'Use custom email for invoices' (checked), 'Use custom email for statements', 'Use custom email for estimates', and 'Use custom email for summaries'. The small square button next to 'Use custom email for invoices' is highlighted with a mouse cursor. The dialog box has 'Cancel' and 'OK' buttons at the bottom.

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10. Paste all your copied text into the empty window



11. Click on the Preview button to see if everything is OK, you may need to tweak your word document a couple of times to get it, as you require it.

12. To add your images place your cursor where you want the image to appear then click on the Images button at the next screen click on the Upload button choose your image once your image appears in the screen highlight it and click on the Insert button.

Note: If you have centred your message you must include a command prior to the image reference to centralise your graphic the command is:

```
<p class=MsoNormal align=center style='text-align:center'><img
```

13. You can also click on the merge button and enter other information from the list in the same way.

14. Create your custom message the same way for statements, estimates and summaries.

15. Click on Preview to confirm everything is correct then click OK to save.

If you require any assistance with this process, please call Microbase support.

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Sample Custom Email Message

