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.

9	and the second				1	
rganize 👻 Ne	w folder					111 • (
🔄 Recent Places	*	Name	Date modified	Туре	Size	
		퉬 boot	5/04/2012 12:50 PM	File folder		
Libraries		📕 New folder	1/02/2016 10:56 AM	File folder		
Documents	(m)	Snapshots	9/02/2016 12:50 PM	File folder		
Music		a= ANZ	11/01/2016 11:14	Internet Shortcut	1 KB	
Pictures		(a) Conversion	15/12/2015 12:56	Internet Shortcut	1 KB	
Videos	H	Dicrobase Console P3t3	2/01/2015 11:13 AM	Internet Shortcut	1 KB	
		National Listing Revised.xlsx	10/01/2016 12:20	Shortcut	2 KB	
Nomegroup		🔊 Recpo Security Code	20/06/2015 9:06 AM	Internet Shortcut	1 KB	
-		Registrations V2	2/01/2015 11:12 AM	Internet Shortcut	1 KB	
Computer	_	Registrations V3	2/01/2015 11:12 AM	Internet Shortcut	1 KB	
Local Disk (C:)		Security Resetter V3	2/01/2015 11:11 AM	Internet Shortcut	1 KB	
Matuark		🔊 Site Messages - m3ssag3	2/01/2015 11:12 AM	Internet Shortcut	1 KB	
File name:	Custor	m Message Instructions.htm				
Save as type:	Web Pa	age, Filtered (*.htm;*.html)				
Authors:	Peter	Tags: Ad	d a tag	Title: Add a t	itle	
	-	~				
Page	title					
		Change Title				
	-					

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.

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.

Custom Message Template.htm - Notepad							
File Edit Format View Help							
class=shape>	A						
<pre><span< pre=""></span<></pre>							
class=white×span style='font-size:10.0pt;line-height:107%;color:white;							
mso-themecolor:background1>PO Box 104/ Ashwood Victoria 314//span>/span style='font-size:10.0pt;line-height:107%:color:white:mso-themecolor:background1'>/sbr>							
<pre> P: 0414 371 422 E: </pre> /span>							
href="mailto:support@microbase.com.au"> <span< td=""></span<>							
style='font-size:10.0pt;line-height:107%;color:white;mso-theme	color:background1;						
style='font-size:10.0pt;line-height:107%;color;white:mso-theme	Undo						
<pre> <a href="http://www.</pre></pre>	Cut						
class=white> <span font-size:10.0pt;line-height:107%:color:white:mso-<="" style="font-size:10.0pt;line-height:107%;colo</td><td>Сору</td></tr><tr><td>mso-themecolor:background1;text-decoration:none;text-</td><td>Paste</td></tr><tr><td>style=" td=""><td>Delete</td>	Delete						
themecolor:background1'×o:p×/o:p×/span×/p>	Select All						
if !mso?	Right to left Reading order						
	Show Unicode control characters						
endif? if !mso & !vml? endif? if !vml?	Insert Unicode control character						
	Open IME						
	Reconversion						
endif? <o:p> </o:p>							
	-						

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

🕲 Settings				×
Site Details	Database settings	Accounts	Local Settings	Online Settings
SMS Enable SMS sending Send SMS on job close: Vehicle Visuals API key Mail (SMTP) Server Host [mail.bigpond.com Port Connection AUTO Authentication AUTO Username Password Dynamic Rewards Node settings	nachine	Repco COVS Spco Supplier	Burson Site Messages Check for sit Remote Group Check for ret Check for ret Customer Satis Prompt to se Enhanced Mark Check for re	nessages for this database te messages on this machine Add Remove mote requests on this machine ngs mote bookings on this machine sfaction Surveys end survey on job dose seting Emails need emails for this database sponses on this machine Custom emails
Cancel				С ОК

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



10. Paste all your copied text into the empty window

Invoice email template				X
				-
<html></html>				
<head> <meta <br="" http-equiv="Content-Type"/></head>	content="text/html; charset=windows-1252";	>		
<body></body>				
<pre> <img <="" border="0" src="http://www </pre></td><td>.microbase.com.au/img/sm.png" td="" width="488"/><td>" height="114"></td><td></td><td></td></pre>	" height="114">			
<pre><pre>center ><font <br="" face="La"> tr></pre></pre>	IIDR >HI <dr></dr>			
For your personal reference please	ipie Motors. br> ifind your invoice attached.			
<pre> Should you have any feedback or</pre>	concerns please contact our customer 			
service team on U3 1234 5678 or (<a href="mailto:service@samplam</td><td>email us at
otors.com.au">service@samplamotors.com.a	u br>			
Sample Motors Can Now Share TH	ne Driving With You			
> <a href="https://www.mya</td><td>utoconnect.com.au/"><img border="0" ca<br="" src="</td><td>https://www.microbasecloud.com</td><td>m.au/databases/files/313/m</td><td>nyac.jpg'></td></tr><tr><th>the web site to learn more.<th>libri''>Click on the MyAutoConnect logo to vis</th><th>it</th><th></th><th></th>	libri''>Click on the MyAutoConnect logo to vis	it		
3			2	0
Cancel	Images	Merge	Preview	OK

- 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: <img</p>
- 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.

Custom Message for Emails

Sample Custom Email Message

