

# Using an email template



Mailing a list of students or applicants is simplified by using a template, a document created in the database manager.



1. **Settings > Database manager > Students/applicants > Manage documents**
2. **Students > Send bulk email**



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

## 1. Creating the template

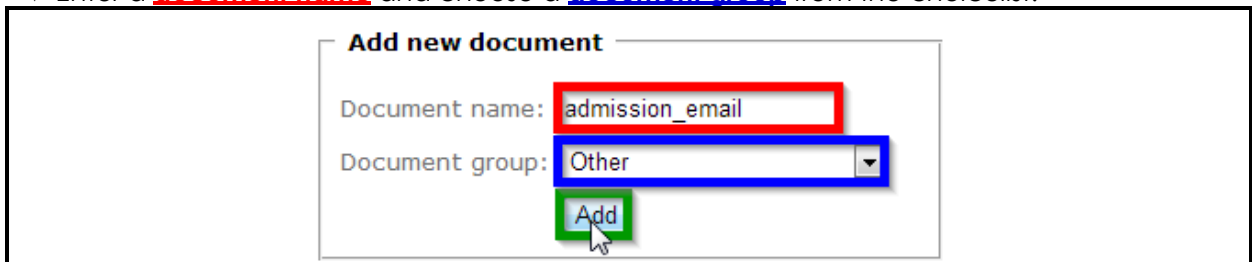


**Settings > Database manager > Students/applicants > Manage documents**

▼ Click **Add document**:

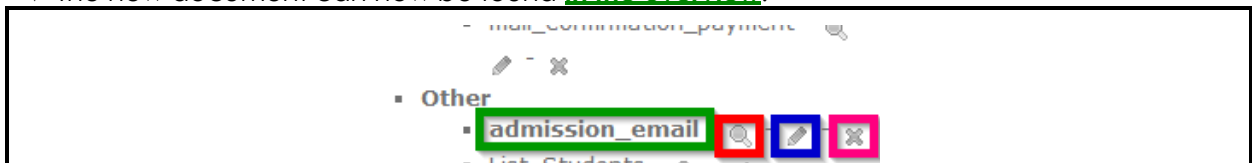


▼ Enter a **document name** and choose a **document group** from the choicelist:



▲ Click **the button**.

▼ The new document can now be found **in the overview**:



▲ You can choose to **edit the document properties**, **edit the content** or **delete it**.

▼ Editing the document content is made possible by a **standard text editor**:

**Edit document content - Edit document properties**

Code | [Icons] | Opmaak | Grootte | Stijl | [Icons]

Dea **!x13! !x14!**

Congratulations, you have been selected for the ABCD programme.

Please complete your file by uploading a scan of your diploma on the website. (Menu: *Diploma upload*)

Kind regards  
The ABCD coordination team

**Save data**

**Field Buttons:**  
Last name  
First name  
Email address  
Passport picture  
Unique application number  
Date of document generation  
ECONSORT Database ID  
Unique code at document generation  
Print Page break  
COHORT number

▲ Compose the document using **the editor**. It's possible to enter fields by clicking **the buttons**. In the editor on the left, the inserted fields can be recognized by the exclamation marks. For every person you apply the document to later on, the fields will be replaced by the corresponding values. Click **the button** to save.  
(Adding more field buttons to the right part of the editing screen can be done in the document properties menu, as explained in the following item.)

▼ Switching to the document properties page displays the following options:

**Edit document properties - Edit document content**

**Name:** admission\_email  
**Document group:** Other

**Make clone of this document**  
Document name:   
**Make Clone**

**Link to webpage**  
Web page:   
List: 20110217member  
**Link!**

**Fields present in document**  
▪ **add field**

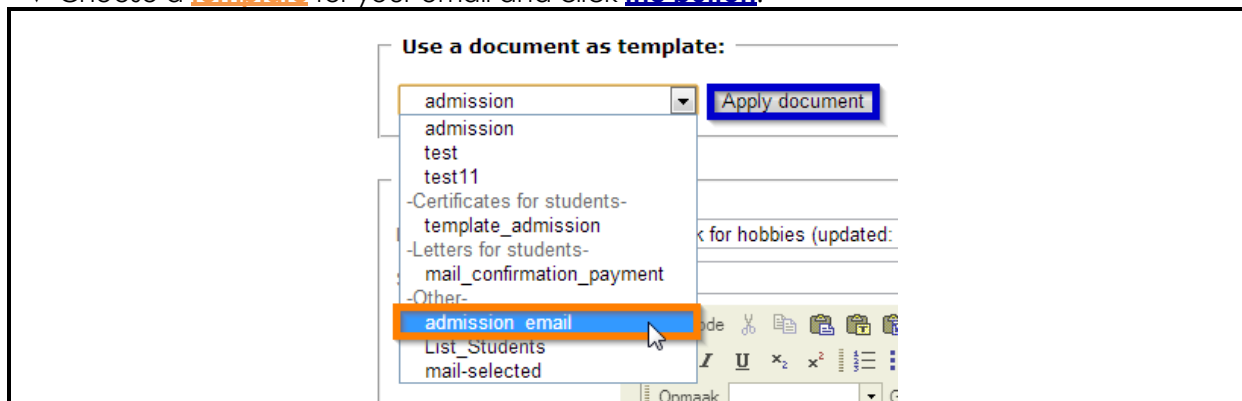
▲ You can **edit the document name and group** or **clone the document**. You can also **link the document to a webpage**. Doing this will display a list of versions of the document on the webpage, each one adjusted to every person on the selected list.  
**Adding a field** here will display a button of the field on the *Edit document content* page, making it possible to insert this field into the email template.

## 2. Sending the mail



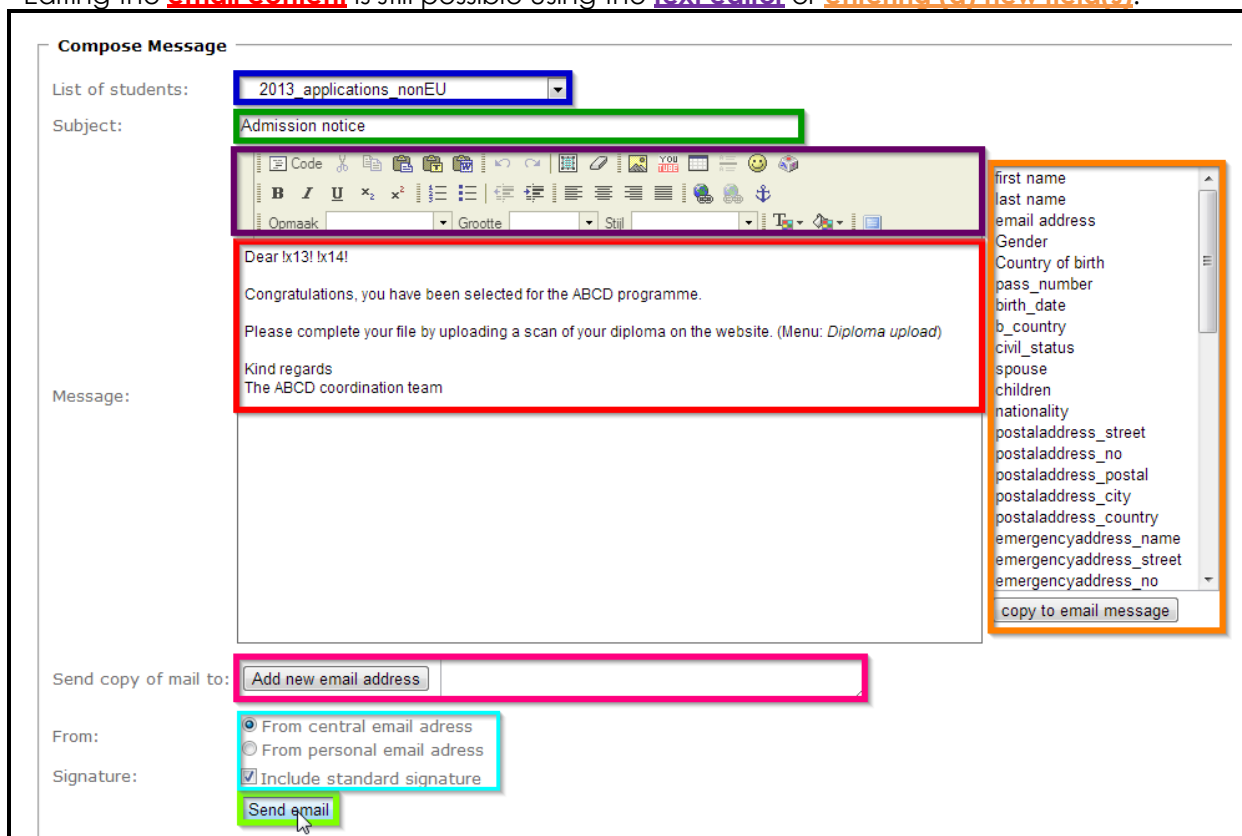
Students > Send bulk email

▼ Choose a **template** for your email and click **the button**:



▼ Pick **a list of students** to send the message to. Enter the **email subject**.

Editing the **email content** is still possible using the **text editor** or **entering (a) new field(s)**.



▲ You can also enter **another email address** to add a recipient that is not in the list.

Choose **which email address to send the mail from** (the central EConsort email address or your personal email address) and **whether or not to include a signature**.

Click **the button** to send the email.