

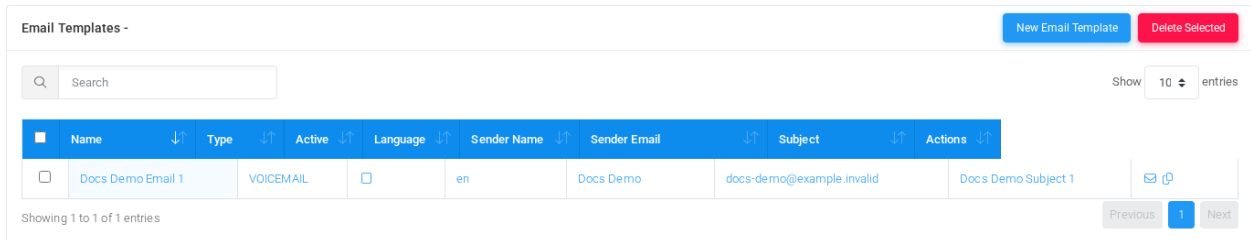
# Email Templates

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# Overview

The **Email Templates** page builds tenant email templates for voicemail, fax, and other notification types. Open it from **Configuration > More Configuration > Email Templates**.

The page works against the tenant currently selected in the top bar. The screenshots and demo rows were captured in the **Canistracci OIL** tenant.



Email Templates list page in the Canistracci OIL tenant.

## Working with objects

Task	How to do it
Add	Select the New email template action, complete the form, and select Save.
Edit	Open the email template from the list by selecting its name, number, or row action. Change the form and select Save.
Delete	Select the row checkbox and use Delete Selected, or open the email template and select Delete, then confirm.

## Page functions

Action	Description
New Email Template	Opens the creation form for a new email template.
Delete Selected	Deletes the selected rows after confirmation.
Test	Runs a test for the selected configuration.

# List columns

Column	Description
Name	Display name used in lists and references.
Type	Mode selector that changes the behavior of the object.
Active	Object setting shown by the form.
Language	Language or voice selection used for prompts, transcription, or speech synthesis.
Sender Name	Display name used in lists and references.
Sender Email	Email address used for notifications, delivery, or mailbox access.
Subject	Object setting shown by the form.
Actions	Object setting shown by the form.

## Demo records

The tenant contains 1 documentation demo record for this page: Docs Demo Email 1.

## Deleting records

Before deleting a email template, check references from call flows, destinations, schedules, reports, or provisioning objects. MiRTA PBX asks for confirmation before the delete is submitted.

# Create and Edit Email Templates

Use this page when creating a new email template or editing an existing email template from **Configuration > Email Templates**.

The form screenshots below are separated by block where the application exposes separate sections. Complete the required values, review routing or destination references, and save the record.

## Add and edit form

## Information

Name:

Type:

Active:

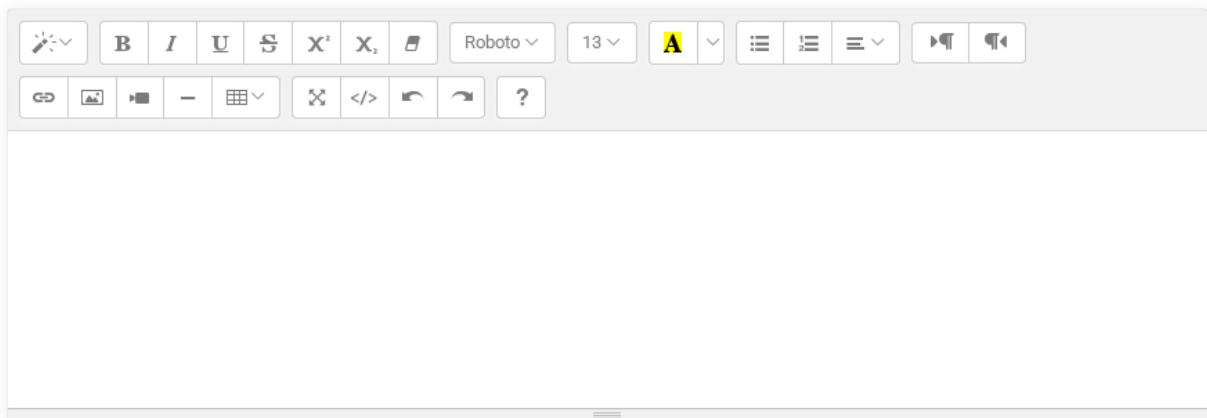
Language:

Sender Name:

Sender Email:

Subject:

Email template:



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), font selection (Roboto), font size (13), text color (A), list creation, and alignment. Below the toolbar is a large empty text area for editing the email template content.

Allow attachment

Email Templates add/edit form.

# Main fields

Field	Description
Name:	Display name used in lists and references.
Type:	Mode selector that changes the behavior of the object.
Active:	Object setting shown by the form.
Language:	Language or voice selection used for prompts, transcription, or speech synthesis.
Sender Name:	Display name used in lists and references.

Field	Description
Sender Email:	Email address used for notifications, delivery, or mailbox access.
Subject:	Object setting shown by the form.
Email template:	Email address used for notifications, delivery, or mailbox access.
Text to display	Object setting shown by the form.
To what URL should this link go?	Object setting shown by the form.
Select from files	File upload or file name used by the object.
Image URL	Object setting shown by the form.
Video URL (YouTube, Google Drive, Vimeo, Vine, Instagram, DailyMotion, Youku, Peertube)	Object setting shown by the form.
allowattachment	Object setting shown by the form.

# Saving and deleting

Task	How to do it
Create	Select the new action from the Email Templates list, fill the required fields, and select Save.
Edit	Open the existing email template, update the needed fields, and select Save.
Delete	Before deleting a email template, check call-flow, destination, schedule, report, provisioning, or integration references. Use the row delete action or the form delete action when available, then confirm.