

How to Create Email Templates

This manual applies to:

<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

Creating Email Templates

Step One:

Login to the PrevueAPS Admin Area:

Username or Email:

Password:

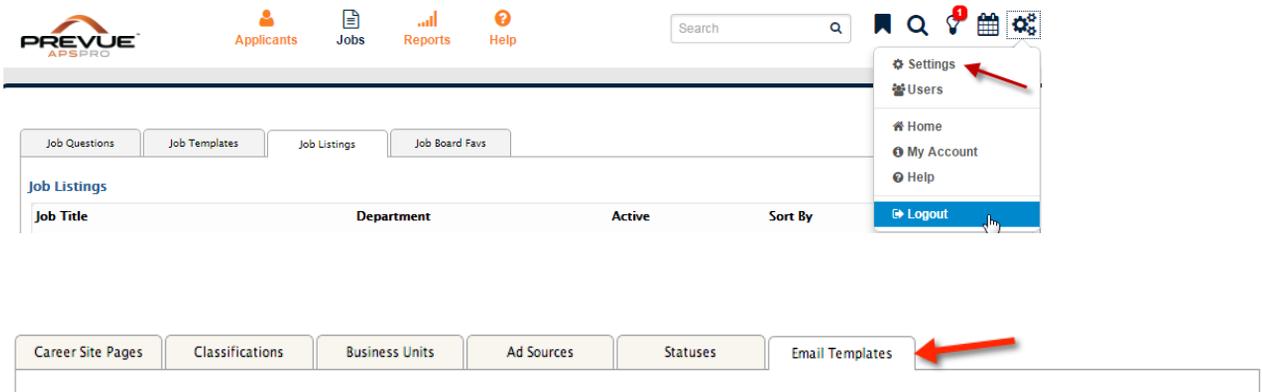
[Log In](#)

[Forgot Your Password?](#)

Enter **Username** and **Password**

Step Two:

Select the **3 gear wheels** icon on the top right of the screen then “Settings”



The screenshot shows the PrevueAPS Admin Area dashboard. At the top, there is a navigation bar with icons for Applicants, Jobs, Reports, and Help. A search bar is located to the right of these icons. Below the navigation bar, there is a main content area with a sidebar on the left containing tabs for Job Questions, Job Templates, Job Listings, and Job Board Fav. The main content area displays a table with columns for Job Title, Department, Active, and Sort By. On the right side of the dashboard, there is a settings menu with options for Settings, Users, Home, My Account, Help, and Logout. A red arrow points to the Settings option in the menu. Below the main content area, there is a row of tabs for Career Site Pages, Classifications, Business Units, Ad Sources, Statuses, and Email Templates. A red arrow points to the Email Templates tab.

Select the “**Email Templates**” tab from the Settings Dashboard.

Step Four:

Select the **green plus icon** to add a new email template.



Step Five:

Complete the “**Add an Email Template**” form. Please reference the screen shot on page 3.

Copy from Default- This will allow you to select from one of several pre-loaded email templates.

Template Name- Enter a name associated with the type of email you are creating.

Sender Email- If you would like correspondence with the applicant, you can list your email address here. The field will default to no-reply@applicantpro.com.

Email Subject- This is the subject that will display to your applicants.

Email Body- Draft the body of the email in this field. You can select from the list of “tags” and

the system will populate those pieces of information, and customize the email for each applicant.

Tags Available to Insert: When you insert the tags below into the body of your email it will pull the custom information into the email for each applicant. (i.e. Thank you for applying to the **#job_title#** position, appears as: Thank you for applying to the Customer Service position, if the applicant were to apply to the Customer Service position.

#first_name#
#last_name#
#job_title#
#internal_job_id#
#todays_date#
#address_1#
#address_2#
#city#
#state#
#zip#
#country#
#application_id#
#job_listing_id#

By selecting “**Add New**” you will save the new email template to your list of available email templates, and it will now be available for you to send to applicants.

Add an Email Template

Fill out the form below to add/edit an email template. If you would like to include the applicants name or the job that they applied for, copy and paste the text below where you would like it to appear.

#first_name#
#last_name#
#job_title#
#internal_job_id#
#todays_date#
#address_1#
#address_2#
#city#
#state#
#zip#
#country#
#application_id#
#job_listing_id#

Copy From Default

Select...

Template Name*:

Sender Email*:

Email Subject*:

Email Body*:

Dear #first_name#,



*** If you have any additional questions please contact your account manager.**