



Branding Emails

User Guide for JustGo

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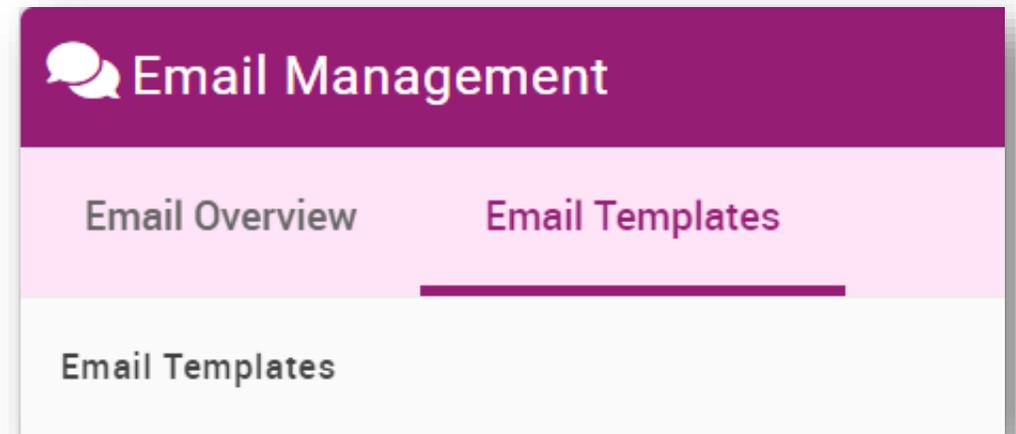
How to brand automated emails?



Administrators are able to customise the format of the emails

The easy to use interface lets you edit the Header and Footer that wrap around the content

With the ability to store multiple templates, each type of email can have its own personality.

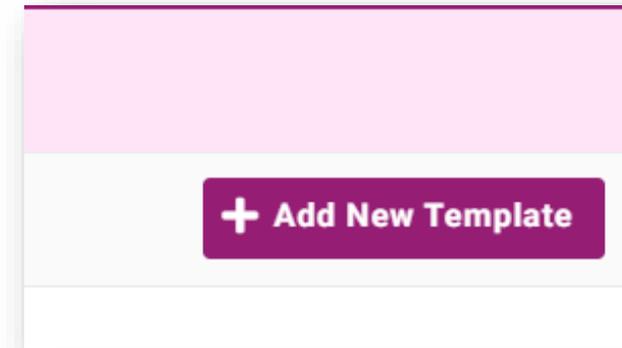


How do I create a new template?



Click on the Email Templates tab (as seen on the previous page)

Click Add New Template on the right hand side of the screen.



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How do I create a new template?



Name: Used to identify the template and not visible to the recipient.

Description: A brief summary of the template, optional and not visible to the recipient.

Organisation Name: The name of the sender.

Organisation Email: Default email address of the sender. Only used when no sender email address is selected during the content editing of the email.

JustGo URL: Used to replace #URL in the email content.

A screenshot of a web form for creating a new template. The form has a white background and a subtle drop shadow. It contains five input fields, each with a label to its left and a small asterisk to its right. The labels are: "Name:", "Description:", "Organisation Name:", "Organisation Email:", and "JustGo URL:". The "Name:" and "Organisation Name:" labels are in a grey font, while the others are in a lighter grey font. The input fields are empty and have a thin grey border.

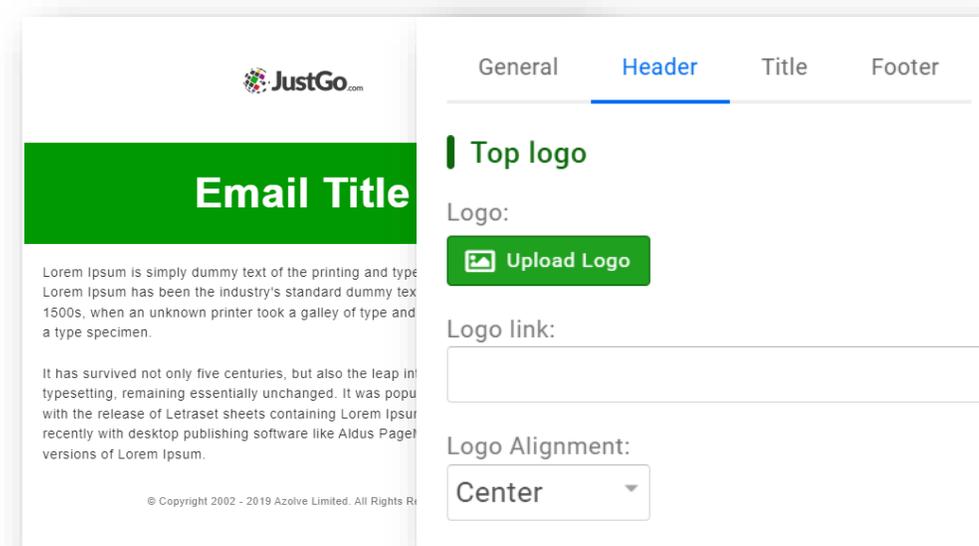
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How do I create a new template Header?

The header tab allows you to update the logo.

You can also upload JPEGs in different ratios which may contain more information alongside your logo

You may also wish to include a hyperlink back to your website



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How do I create a new template Title?



The Title tab lets you edit the Email **Title** area as seen in the image

The actual wording is replaced by the data entered in the Email Title field found when editing the content of each email.

A screenshot of a web interface for configuring an email template. At the top, there are two buttons: "Cancel" (grey) and "Save" (green). Below these are four tabs: "General", "Header", "Title" (which is selected and highlighted with a blue underline), and "Footer". Under the "Title" tab, there is a section titled "Email Title" with a green vertical bar to its left. Below this title is a checkbox labeled "Disable Email Title?". Further down, there are three input fields: "Text size:" with a dropdown menu showing "45px" and an asterisk; "Text color (hex):" with a text box containing "#ffffff" and a color picker icon, followed by an asterisk; and "Background color (hex):" with a text box containing "#009901" and a color picker icon, followed by an asterisk.

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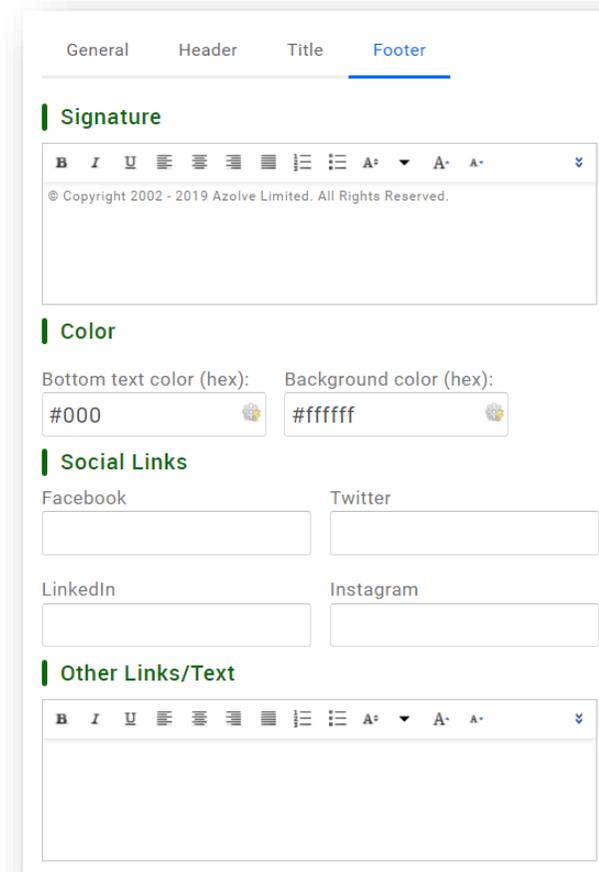
How do I create a new template Footer?

Signatures: This changes the default signature of the template and can be left blank.

Colour: Changes the background colour of the footer

Social Media: Add in links to your social media channels and they will show up as icons.

Other Links/Text: This will show beneath the social icons and can be left blank.

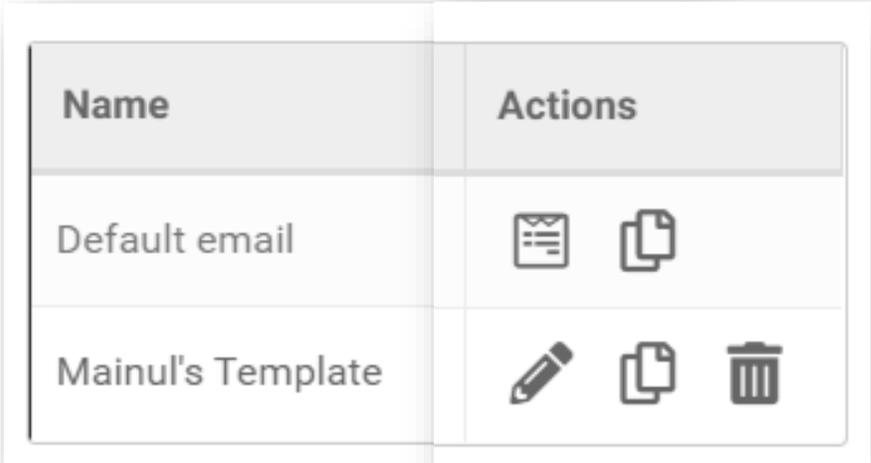


The screenshot shows the 'Footer' tab in the JustGo.com template editor. It features a navigation bar with 'General', 'Header', 'Title', and 'Footer' tabs. The 'Footer' tab is active. Below the navigation bar, there are four main sections: 'Signature', 'Color', 'Social Links', and 'Other Links/Text'. The 'Signature' section contains a rich text editor with a toolbar and a text area containing the copyright notice '© Copyright 2002 - 2019 Azolve Limited. All Rights Reserved.'. The 'Color' section has two hex color input fields: 'Bottom text color (hex):' with the value '#000' and 'Background color (hex):' with the value '#ffffff'. The 'Social Links' section has four input fields for 'Facebook', 'Twitter', 'LinkedIn', and 'Instagram'. The 'Other Links/Text' section contains another rich text editor with a toolbar and an empty text area.

How do I edit Email template?

The Default template cannot be edited. You can however make a copy of the default in order to create your own branded template.

You can see from the trash icon, that Mainul's Template is a branded copy because you are able to delete it.



Name	Actions
Default email	 
Mainul's Template	  

How do I apply edit Email template to All Automated emails?

Once you have saved your new template, go to the edit mode again and there you will see a new button **Apply this template to all emails**, this will apply the ticket to all automated emails.

