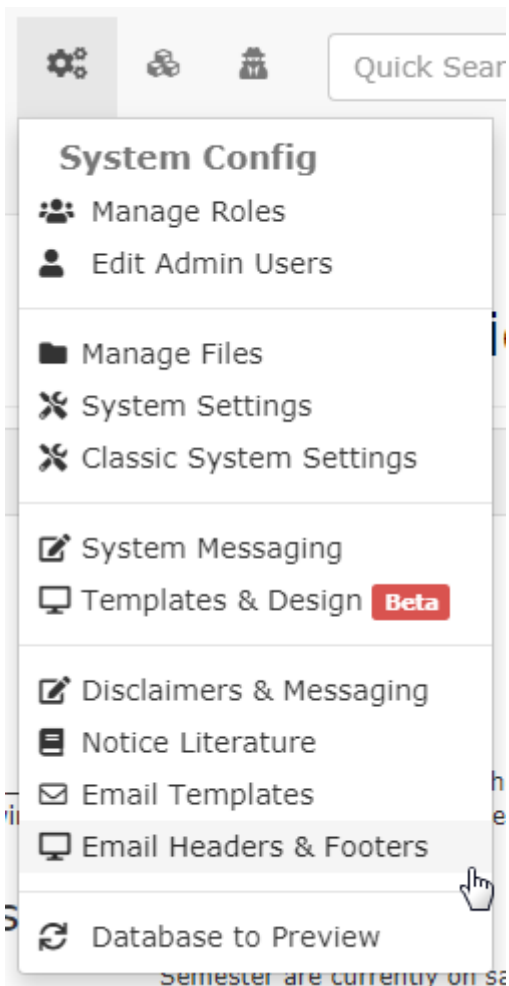


# Email Headers and Footers

## Getting to Email Headers & Footers

In order to get to **Email Headers & Footers**, click System Config, Email Headers & Footers



This should take you to the Email Template Layout List where you can select **Edit** to edit the existing Footer, Header or Style email template.

System Configuration

Manage Roles

Edit Admin Users

System Settings

System Messaging

Templates & Design

Quick Search

Branch: master  
Client Time: Apr 12, 2019 @  
15:22:53

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0

0

Settings

Nick


Email Template Layouts List


Create Layout


Name	Default	Templates	Actions												
Default	Default	Toggle Templates 2	Edit Archive												
<table><thead><tr><th>Section</th><th>English <i>en</i></th><th>Français <i>fr_ca</i></th></tr></thead><tbody><tr><td>Styles</td><td>Create</td><td>Create</td></tr><tr><td>Header</td><td>Edit</td><td>Create</td></tr><tr><td>Footer</td><td>Edit</td><td>Create</td></tr></tbody></table>				Section	English <i>en</i>	Français <i>fr_ca</i>	Styles	Create	Create	Header	Edit	Create	Footer	Edit	Create
Section	English <i>en</i>	Français <i>fr_ca</i>													
Styles	Create	Create													
Header	Edit	Create													
Footer	Edit	Create													


# Editing Email Layout Templates


Click edit on the **Edit** button for the corresponding **Section** you wish to edit.

- System Configuration
- 

Manage Roles
- 

Edit Admin Users
- 

System Settings
- 

System Messaging
- 


Templates & Design


# Email Template Layouts List


Create Layout


Name	Default	Templates	Actions												
Default	<div>Default ▾</div>	<div>Toggle Templates 2</div> <div><table><tr><th>Section</th><th>English <i>en</i></th><th>Français <i>fr_ca</i></th></tr><tr><td>Styles</td><td><div>Create</div></td><td><div>Create</div></td></tr><tr><td>Header</td><td><div>Edit</div></td><td><div>Create</div></td></tr><tr><td>Footer</td><td><div>Edit</div></td><td><div>Create</div></td></tr></table></div>	Section	English <i>en</i>	Français <i>fr_ca</i>	Styles	<div>Create</div>	<div>Create</div>	Header	<div>Edit</div>	<div>Create</div>	Footer	<div>Edit</div>	<div>Create</div>	<div>Edit</div> <div>Archive</div>
Section	English <i>en</i>	Français <i>fr_ca</i>													
Styles	<div>Create</div>	<div>Create</div>													
Header	<div>Edit</div>	<div>Create</div>													
Footer	<div>Edit</div>	<div>Create</div>													


This will bring you to the template, in our case it is the Header Template. From here you can edit what appears on the header of each sent email as well as include inline styles.

- System Configuration
- 

Manage Roles
- 

Edit Admin Users
- 

System Settings
- 

System Messaging
- 

Templates & Design

# Header Template for Default

Back

Archive Template

Save Changes

1 <div style="height:20px; background-color:red;">Tomahawk U</div>