

# Email Headers and Footers

**Email Headers and Footers** in OPS-COM allow administrators to define and manage reusable layout components for system-generated emails. By customizing these elements, you can ensure consistent branding, provide essential contact information, and apply uniform styling across all your automated email communications, creating a professional and cohesive user experience.

## Using this Feature

Email Headers & Footers are managed through a dedicated section within **System Configuration**.

1. Hover over **System Configuration**, then **Contents & Design**, and click **Email Headers & Footers**.

The **Email Template Layout List** page displays the various sections of your email layouts (e.g., Header, Footer, Style). From here, you can select and edit the individual components that make up your email layouts.

## Email Template Layouts List

Create Layout

Name	Default	Templates	Actions												
Default Email Template	Default ▾	Toggle Templates <b>2</b>	Edit Archive												
		<table><thead><tr><th>Section</th><th>English <i>en</i></th><th>Français <i>fr</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</i>	Styles	Create	Create	Header	Edit	Create	Footer	Edit	Create	
Section	English <i>en</i>	Français <i>fr</i>													
Styles	Create	Create													
Header	Edit	Create													
Footer	Edit	Create													

## Editing Email Layout Templates

1. Click **Toggle Templates**. Locate the corresponding **Section** you wish to edit (e.g., "Header" "Footer" or "Style").
2. Click the **Edit** button for that section.
3. Within the editor, you can:
  - Add or modify text.
  - Insert images (e.g., your organization's logo).

- Include **inline styles** directly within the HTML to control appearance (e.g., colors, fonts, spacing).
4. Click **Save Changes**. You will see a message that your changes have been saved.
  5. You can also archive your template by clicking the **Archive Template** button in the Top Right.
  6. Click the **Back** button to edit other sections.
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## Best Practices & Considerations

- **Consistent Branding:** Use email headers and footers to consistently display your organization's logo, branding colors, and contact information across all automated emails.
  - **Essential Information:** Ensure your footer contains crucial information such as your organization's name, website, and a general contact email or phone number.
  - **Mobile Responsiveness:** When adding content and styling, consider how your headers and footers will appear on mobile devices. Use responsive design principles or simple layouts for best compatibility.
  - **Inline Styling:** While the editor allows inline styles, for more complex or sitewide styling changes, coordinating with OPS-COM Support for custom CSS in the "Style" template might be beneficial.
  - **Testing Changes:** After making any modifications to headers, footers, or styles, always test the email templates that use these layouts. Send a test email to yourself to ensure everything renders correctly in various email clients.
  - **Global Impact:** Remember that changes made to these layout templates will affect **all** email templates that are configured to use them.
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