Email Headers and Footers

> The Email Headers and Footers feature allows administrators to define and manage reusable layout components for system-generated emails. Its primary purpose is to ensure consistent organizational branding, provide essential contact information, and apply uniform styling across all automated email communications. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing system configuration and visual design.

Setup and Configuration

This feature is a core administrative tool used to design the visual wrapper for outbound system emails.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the contents and design configuration menus.

Using this Feature

Administrators can use the following instructions to navigate the layout list and edit individual email components.

Editing Email Layout Templates

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

2. Click the **Toggle Templates** button to display the various sections of your email layouts.
3. Locate the specific section you wish to modify (e.g., Header, Footer, or Style) and click the **Edit** button next to it.
4. Add or modify text, insert images such as your organization's logo, or include inline styles directly within the HTML editor.
5. Click the **Save Changes** button to finalize your updates.
6. Click the **Back** button to return to the template list and edit other sections as needed.

Available Actions and Buttons

- **Toggle Templates:** Click this button to reveal the underlying layout sections available for editing.
- **Edit:** Click this button to open the HTML editor for a specific layout component.
- **Save Changes:** Click this button to commit your modifications to the system database.
- **Archive Template:** Click this button located in the top right corner of the editor to retire a layout template that is no longer needed.
- **Back:** Click this button to exit the editor and return to the main layout list.

> The **Email Template Layout List** page acts as a central repository for the individual components that wrap your messages. Remember that changes made to these foundational layout templates will globally and immediately affect all system email templates that are configured to use them.

Best Practices and Considerations

- **Maintain consistent branding: Use email headers and footers to consistently display your organization's logo, branding colors, and contact information.** Uniform branding creates a professional and cohesive user experience across all automated communications.
- **Provide essential information: Ensure your footer contains crucial information such as your organization's name, website, and a general contact email or phone number.** This gives users a clear path to reach out if they have questions about their parking portal activity.
- **Design for mobile responsiveness: Consider how your headers and footers will appear on mobile devices when adding content and styling.** Use responsive design principles or simple layouts to ensure the emails are easily readable on smaller screens.
- **Test your changes: Always test the email templates that use these layouts after making any modifications.** Send a test email to yourself to ensure everything renders correctly in various email clients before relying on the system to send them to active users.
- **Manage complex inline styling: Coordinate with OPSCOM Support for custom CSS in the Style template if you require complex or site-wide styling changes.** While the provided editor allows for inline HTML styles, global CSS changes are often better managed directly at the template level by our team.

Revision #7
Created 15 May 2024 08:12:15
Updated 18 August 2026 07:20:43