

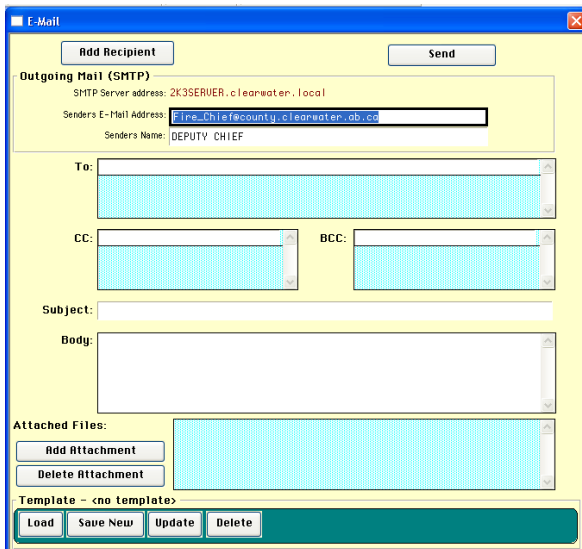
## FP2 - TIP 'O THE WEEK #150 SETTING UP EMAIL TEMPLATES

I'm sure everyone knows by now that you can send emails directly from FP2. You did know that, right? Just go to the Set-up→Custom Settings→Other Tab→Print Settings Sub-Tab and enter your email SMTP server information into the Email Transmission field. This will allow you to use the FirePro2→Create Email option, as well as the Email print destination.

If your department is using the PDF module, printing a report to an email will automatically print the report and attach it to a new email, without ever leaving FP2. If you don't use the PDF module, then the report will be printed as an .html document, which can be opened in a web browser.

Either way, you're able to quickly print a report and attach it to an email. Often, reports need to be sent to a specific group of people, which you'd normally use an email Group for. In FP2, instead of setting up email address groups, you can set up Email Templates.

Email Templates allow you to select email recipients, enter body text and even subject lines, then quickly load everything from a list. To set up an email template, open the Email window by going to the FirePro2→Create Email option. A blank Email will appear:



Enter all the information that you want to appear on the email template in the appropriate fields. Make sure that you have the senders email address, sender's name and To: fields filled out, at the very least. You may also want to add a Subject and body text.

Remember, you can use the "Add Recipient" button to search for email addresses entered in the Firefighter, Contact Manager or Property modules.

Once you have all the information entered in your template, go to the "Save New" button on the Template Menu at the bottom of the email, and enter in a Template name.

Now, when you select the Email print destination, you can hit the "Load" button on the Template Menu, select your pre-loaded template, and you will instantly have an email with recipients, subject and any other information filled in, with the report attached to it. Just hit "Send" and you're off.

A useful thing to remember is that FP2 has no "Sent Items" folder, so if you want to have a copy of the email and report, make sure you CC your regular email address.