

Email Templates

How many times in a day do you find yourself sending the same kind of emails by copy-pasting your old emails to save time? Whether you are in management, sales or HR, you typically send and receive the same kind of emails that require more or less the same kind of response. Docsvault email templates can help you send repetitive emails from within the application with standard responses while filling in key values automatically to personalize it.

Highlights

- ✓ Create multiple email templates for different categories/departments
- ✓ Replace dynamic field values (including email address) derived from the attached document's profile
- ✓ Send documents as email attachments with just few clicks from within Docsvault
- ✓ Allows auto fill of email addresses from built-in Address Book

What It Means For You?

From scheduling meetings with your team to onboarding and training emails, from networking through monthly performance reviews, a quick way to send repetitive emails can save plenty of time for you. Email templates result in fewer mistakes than replying manually or copy-pasting. All you have to do is save a couple of pre-written messages with variable index fields like <date>, <name>, <index field>, etc. and you are done. What's more, with the built-in Address Book that automatically collects recipient email addresses, you just have to type few letters of a person's name or email address to send them quick emails.

Solutions

Consistency

It is crucial for companies to maintain consistency in all their communication across all the channels.

Speed

With most of your regular emails sent in a few clicks, you can get up to speed with most of your mundane jobs of the day.

Docsvault - Email Template

Name: Agreement Renewal

Category: Legal

Visibility: Add...

From: ☒ User ☐ Custom

☐ Will use the sender user's name_email address in their Docsvault profile as the from address

To: X <<To>> Select Field

Bcc: Select Field

Subject: Renewal of Contract Agreement Select Field

Message: Select Field

Calibri 10 A B I U S A

Dear <<Client>>

I would like to remind you that our Contract Agreement signed last year will expire on <<MMDDYYYY>>

You have contributed a great deal to our company's success, and I hope in some way we have added to yours. I look forward to continuing the relationship we have established by renewing our contracts before the year ends.

Thanking you,

Sincerely,
<<username>>

Save Cancel

Related Features

- *File Templates*

Create predefined set of draft documents and easily recreate them in one click.

- *Auto Email Sender*

The Email Automation add-on can help you send reminder emails for payments, contracts, task follow-up, etc. automatically.

Fast Facts

1. Sharing templates with your team saves a lot of time and ensures consistency of your messages
2. Email messages can be designed with the built-in WYSIWYG editor
3. Emails can be sent from both Desktop as well as Web Applications
4. Users can change the message if needed before sending the email out