

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.

