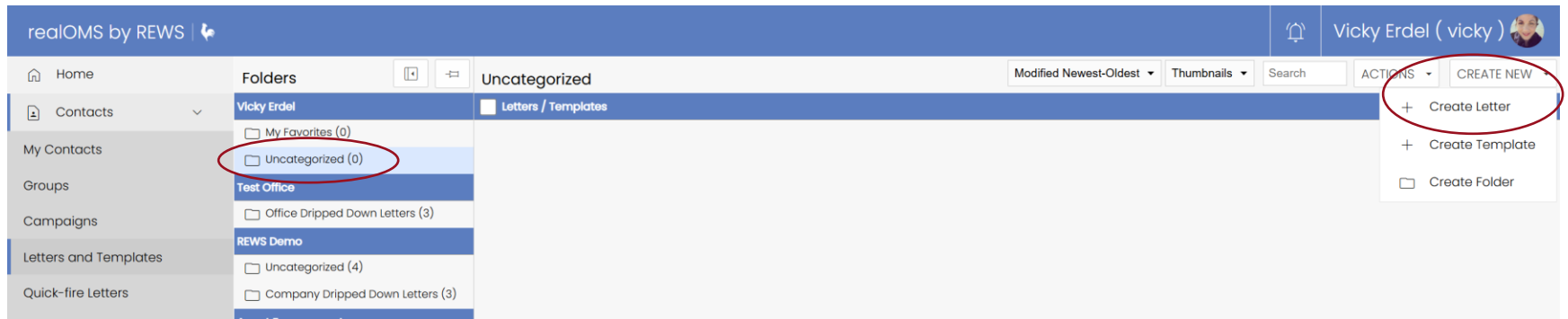


How to Create Letters in Design mode/Source mode:

1. Login to backroom through the realOMS login.
2. Click on 'Contacts' and then 'Letters and Templates'. Click on 'Create New' select 'Create Letter' from the drop down.



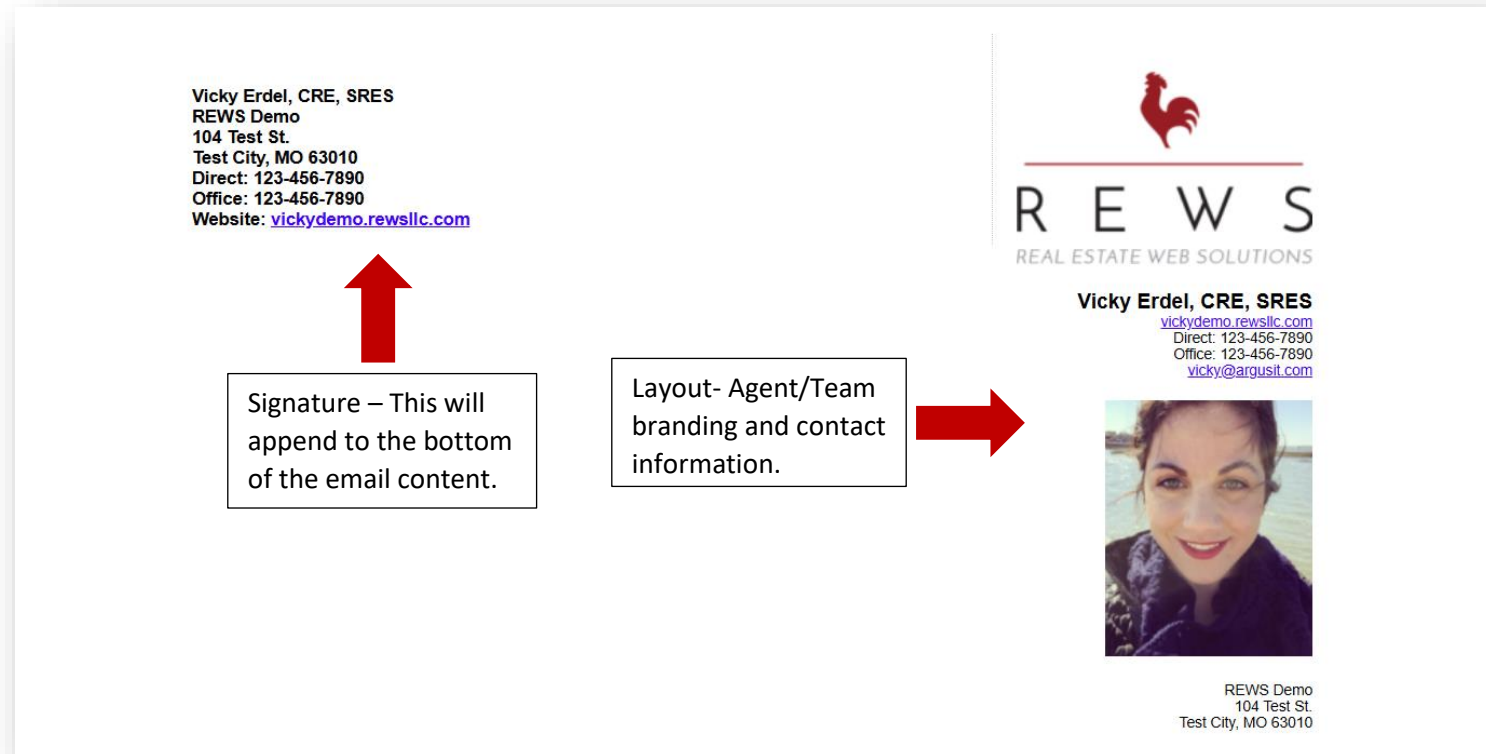
3. Complete the letter information (i.e. Letter Name, Subject, etc.).

The screenshot shows the 'Letters and Templates' form. The form has the following fields and options:

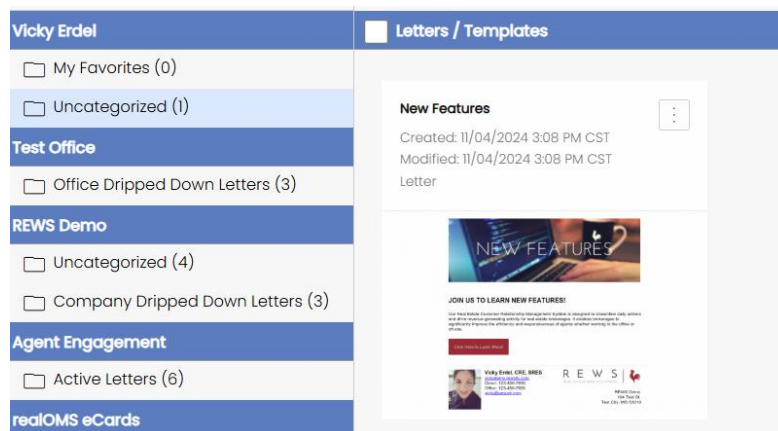
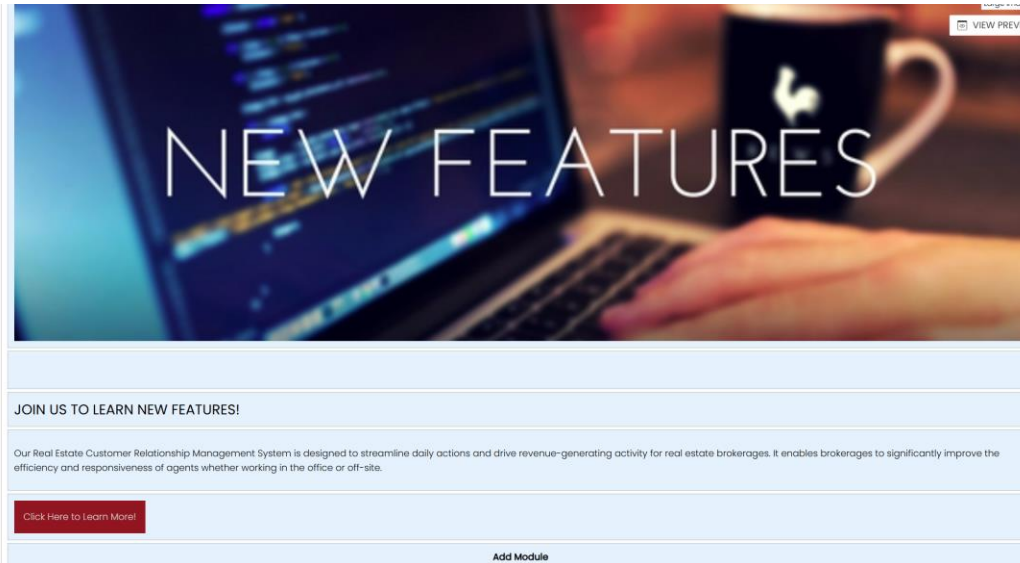
- Letter Name:** A text input field.
- Subject:** A text input field.
- Layout:** A dropdown menu with the selected option 'Sender Details on right of content.'
- Include Signature:** A checked checkbox.
- Send Example To:** A text input field.

At the bottom of the form, there is a note: "Put an email address here and the system will send you an example when you save the letter."


The Layout and Signature are indicated below. Be sure to configure these as you see fit. The most popular layout/signature settings are no signature and sender details below content.



4. Add modules and start building your Letter. Once you have built out your letter scroll to the bottom of the screen and hit Save.




Email Preview:




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