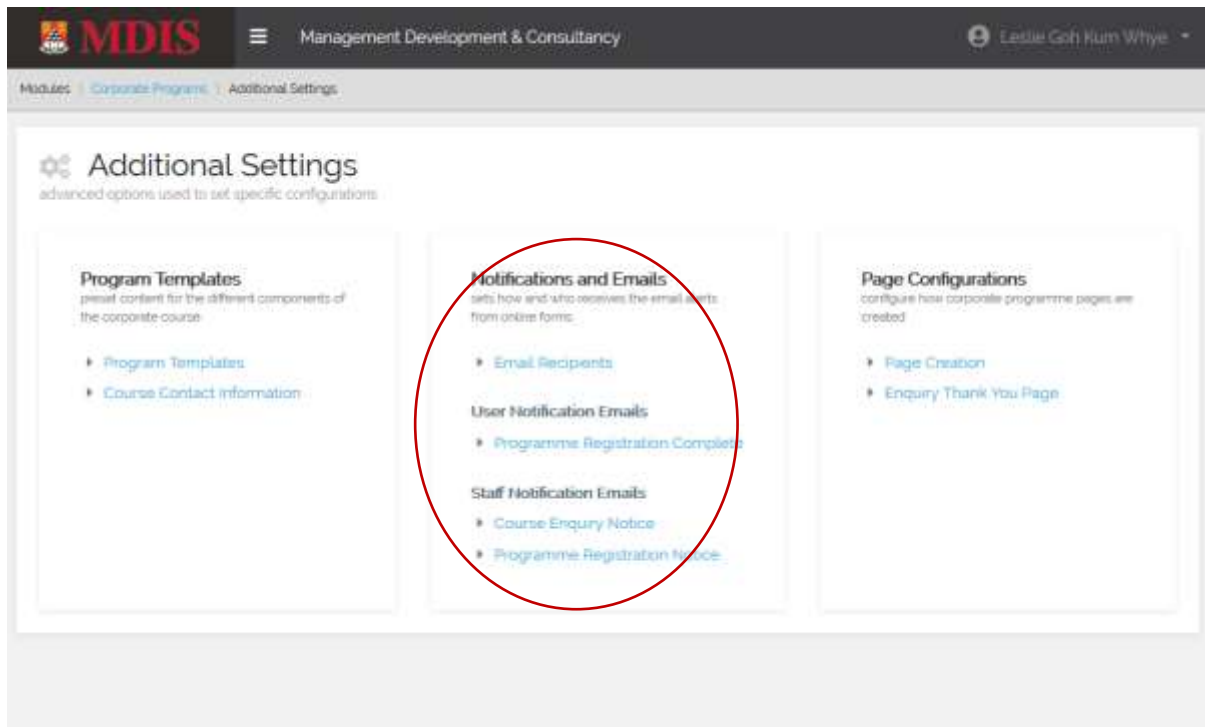


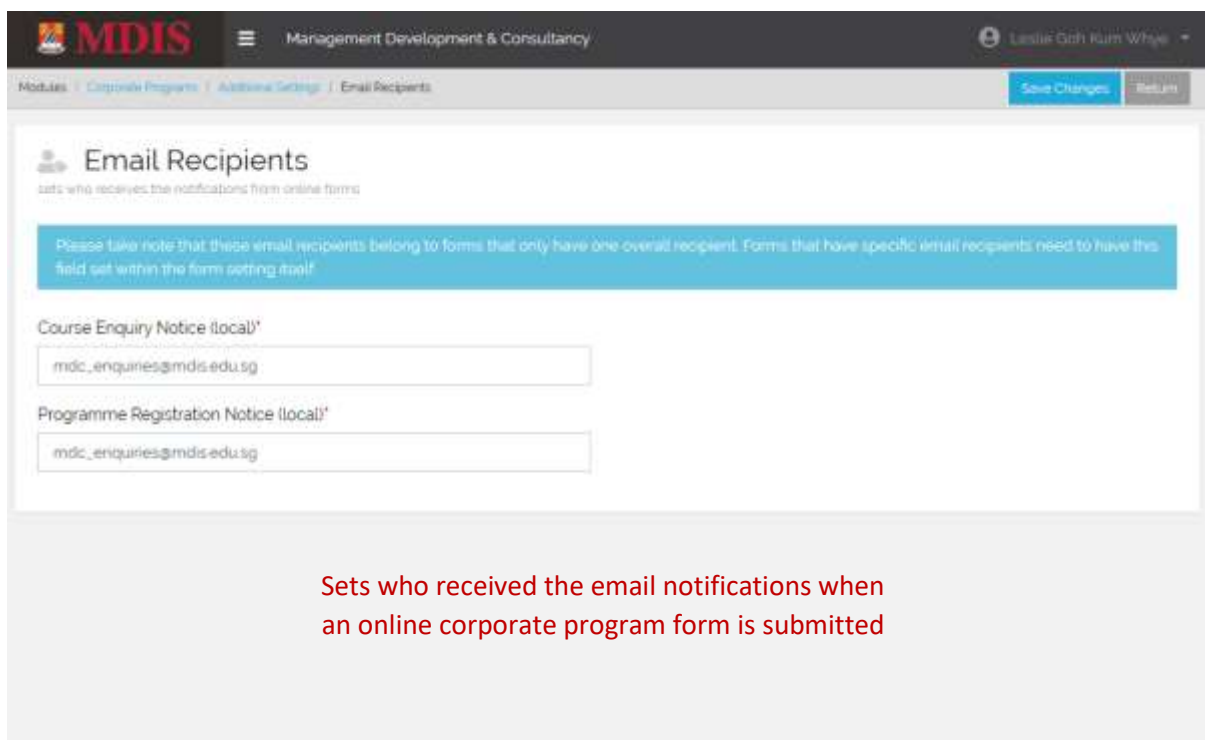
Email Notifications and Templates

The Notifications and Emails module sets all email recipients of online corporate forms (i.e. Course Enquiry, Self and Company sponsored Course Registrations) as well as their corresponding email templates. These functions can be found under

MODULES > CORPORATE PROGRAMS > ADDITIONAL SETTINGS

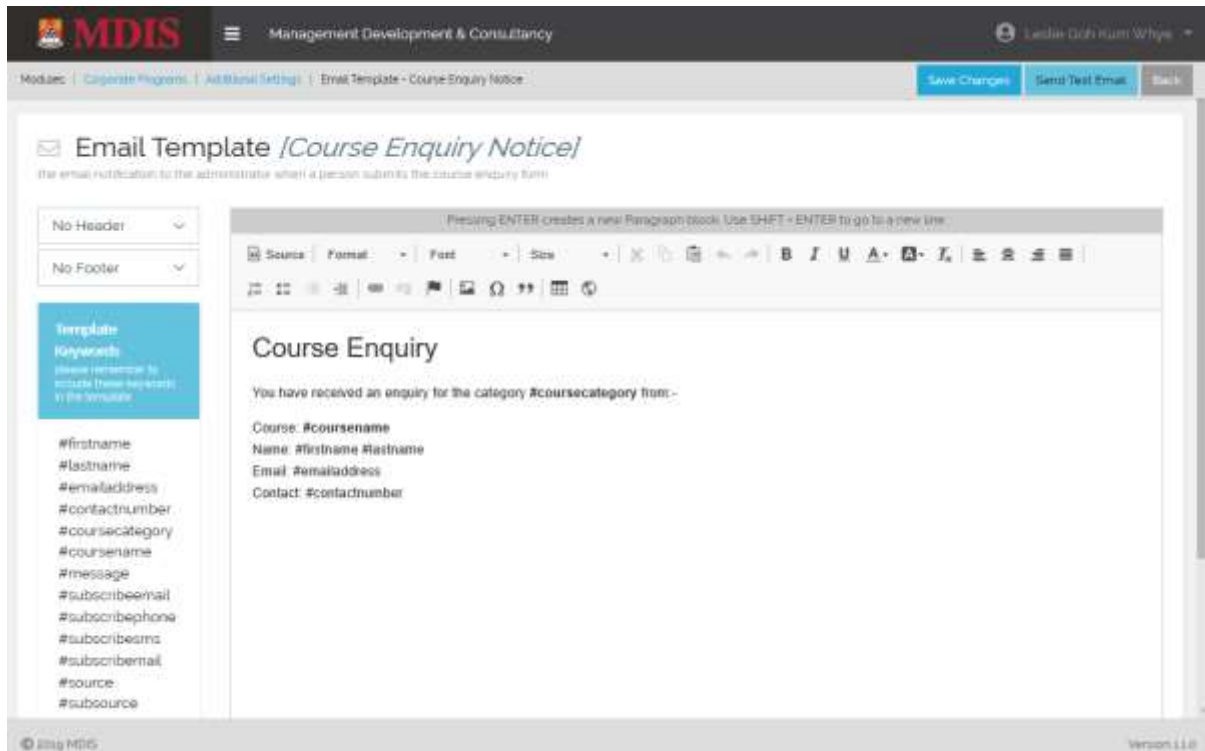


Email Recipients



Email Templates

Create custom Email Templates for each notification. Remember to add in the #keywords to the email template.



The screenshot displays the MDIS Web Management System interface for configuring an email template. The page title is "Email Template [Course Enquiry Notice]" and it includes a description: "the email notification to the administrator when a person submits the course enquiry form".

On the left side, there are two dropdown menus: "No Header" and "No Footer". Below them is a "Template Keywords" section with a list of keywords: #firstname, #lastname, #emailaddress, #contactnumber, #coursecategory, #coursename, #message, #subscribeemail, #subscribephone, #subscribeSMS, #subscribemail, #source, and #subsource.

The main content area shows a rich text editor with the following text:

Course Enquiry

You have received an enquiry for the category #coursecategory from:-

Course: #coursename
Name: #firstname #lastname
Email: #emailaddress
Contact: #contactnumber

The interface includes a top navigation bar with the MDIS logo, a user profile for "Leslie Doh Kum Whye", and buttons for "Save Changes", "Send Test Email", and "Back". A footer at the bottom left shows "© 2013 MDIS" and the bottom right shows "Version 1.1.0".