

BluWave- Html Signature



For support please contact: 011 462 6871 or support@bluwave.co.za.

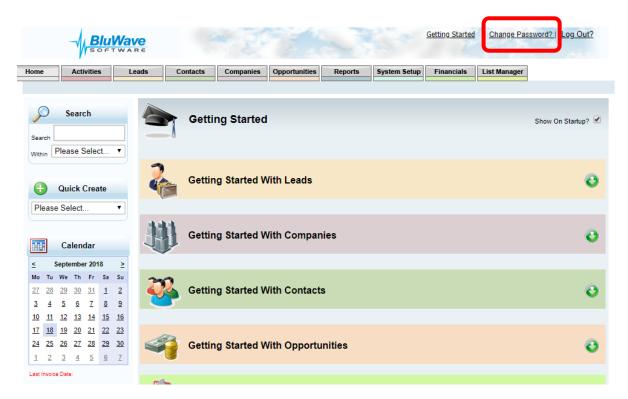
Revision Date: 23/03/2020

1 Inserting an Html Signature

An Html Signature can be inserted into the users' profile. This Html Signature will appear automatically when the users sends an email, send quotes or automatic emails sent from certain areas of the system.

1.1 Follow these steps to insert a Html Signature

1. Click on the Change Password link at the top of the screen:



2. Click on the HTML Signature button...

Activities	Lead	s Contacts	Companies	Opportunities	Reports	System Setup	Financials	List Manager
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lease Select	•	Email	mibpsnyde	rs@gmail.com				
		Active	•					
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15 16 17 18 19	20	No of Face-to-Face Visit	s 0					
22 23 24 25 26	27	Approval Manager	Michelle Si	nyders 🔻	Rep (Code	AC16	
<u>29 30 31 1</u> 2	3	Do you want to copy you	ur active opportu	unities to the current	month?		1	
5 6 7 8 9	<u>10</u>	Do all Quotes from this u	user Require Ap	proval?			4	

3. Then click on the button circled below in blue, this will open a second window that will allow you to paste what you have copied from a word document. Now copy your email signature from the word document (letterhead).

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This will be your next screen:

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Copy the necessary section.

4. Now paste the copied content. And click on "OK" when done.

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5. If there are any pictures used in the signature, it will have to be added one by one. (The images need to be saved separately). Right -click on the block that should contain the image, select the Change Image... option.

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Make sure to select the "From your Computer" option. And then click on "Browse..."

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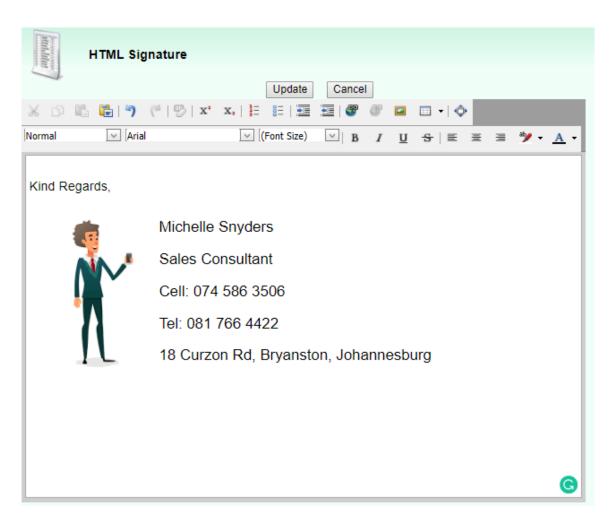
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- 6. Search and select the picture from your computer and click on "Open".

7. Then click on "Change"

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The picture you chose will then be in the signature.

8. Insert a few open lines above the signature, so that it is easier when you type the email to insert text.



9. Click on "Update" to save the changes you have made. A pop up will confirm that you successfully changed your signature.