



BluWave- Html Signature



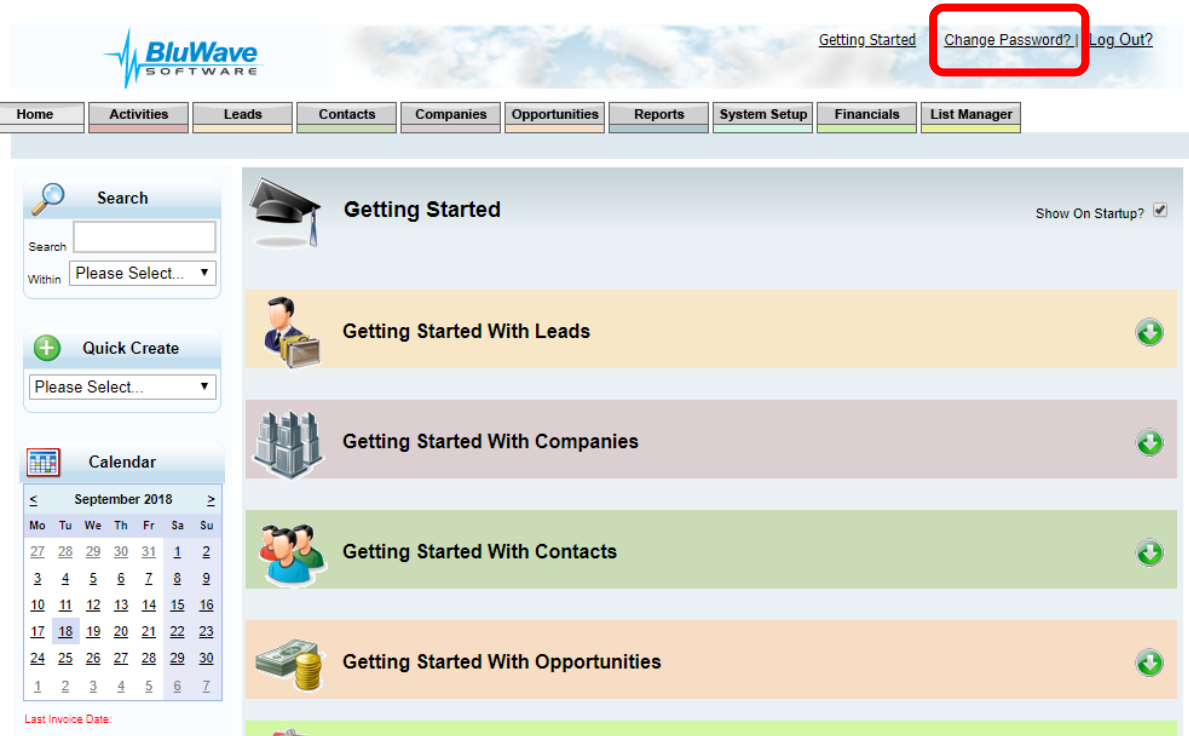
For support please contact: 011 462 6871 or support@bluwave.co.za.

1 Inserting an Html Signature

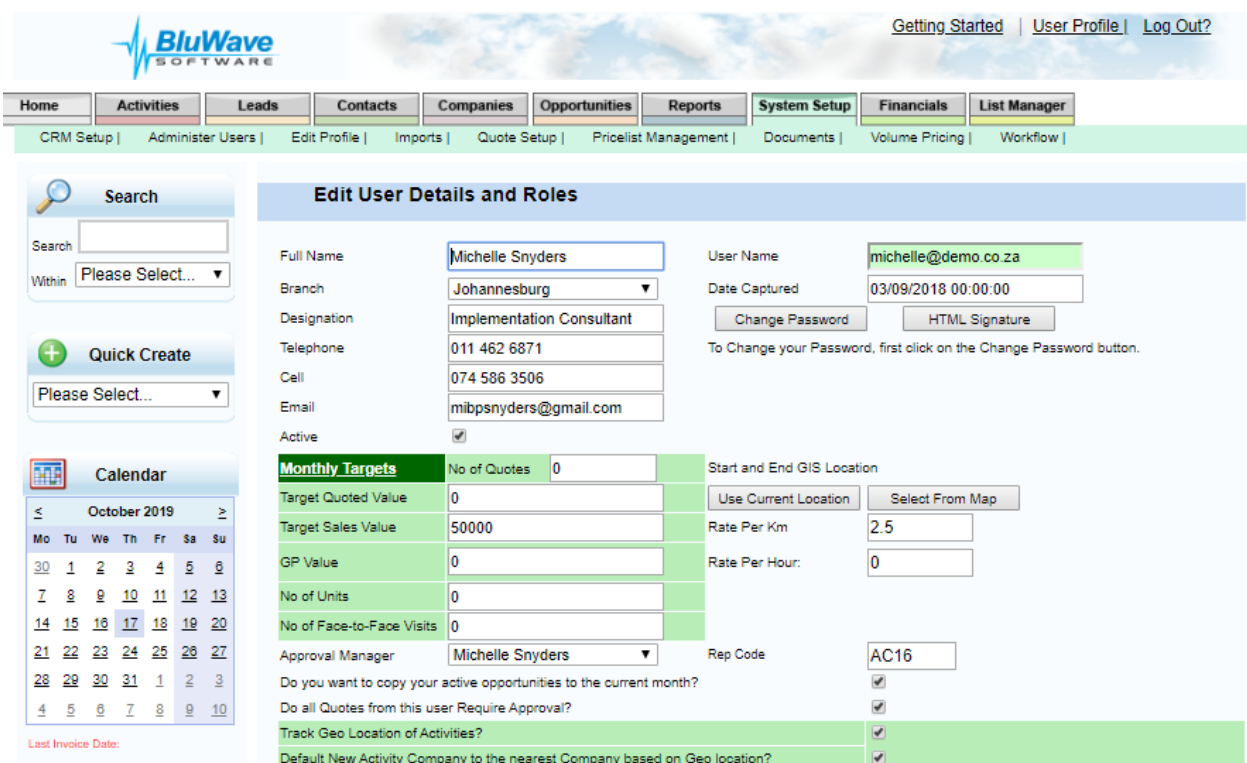
An Html Signature can be inserted into the users' profile. This Html Signature will appear automatically when the users sends an email, send quotes or automatic emails sent from certain areas of the system.

1.1 Follow these steps to insert a Html Signature

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



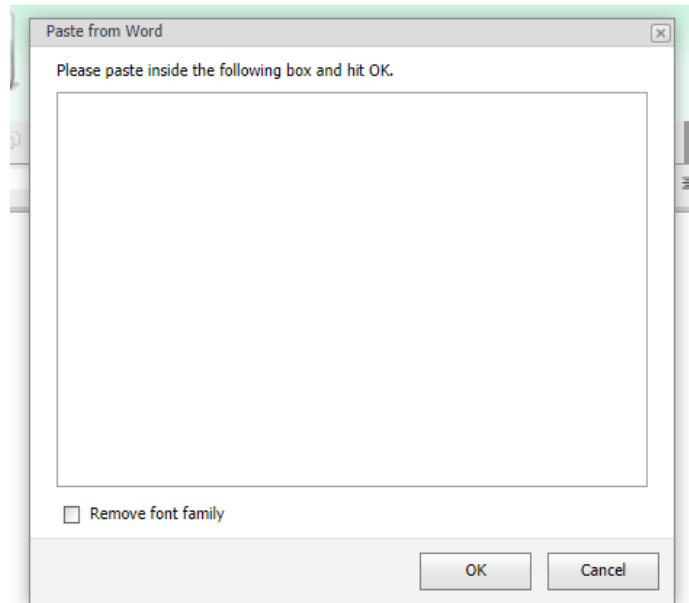
2. Click on the HTML Signature button...



- 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).

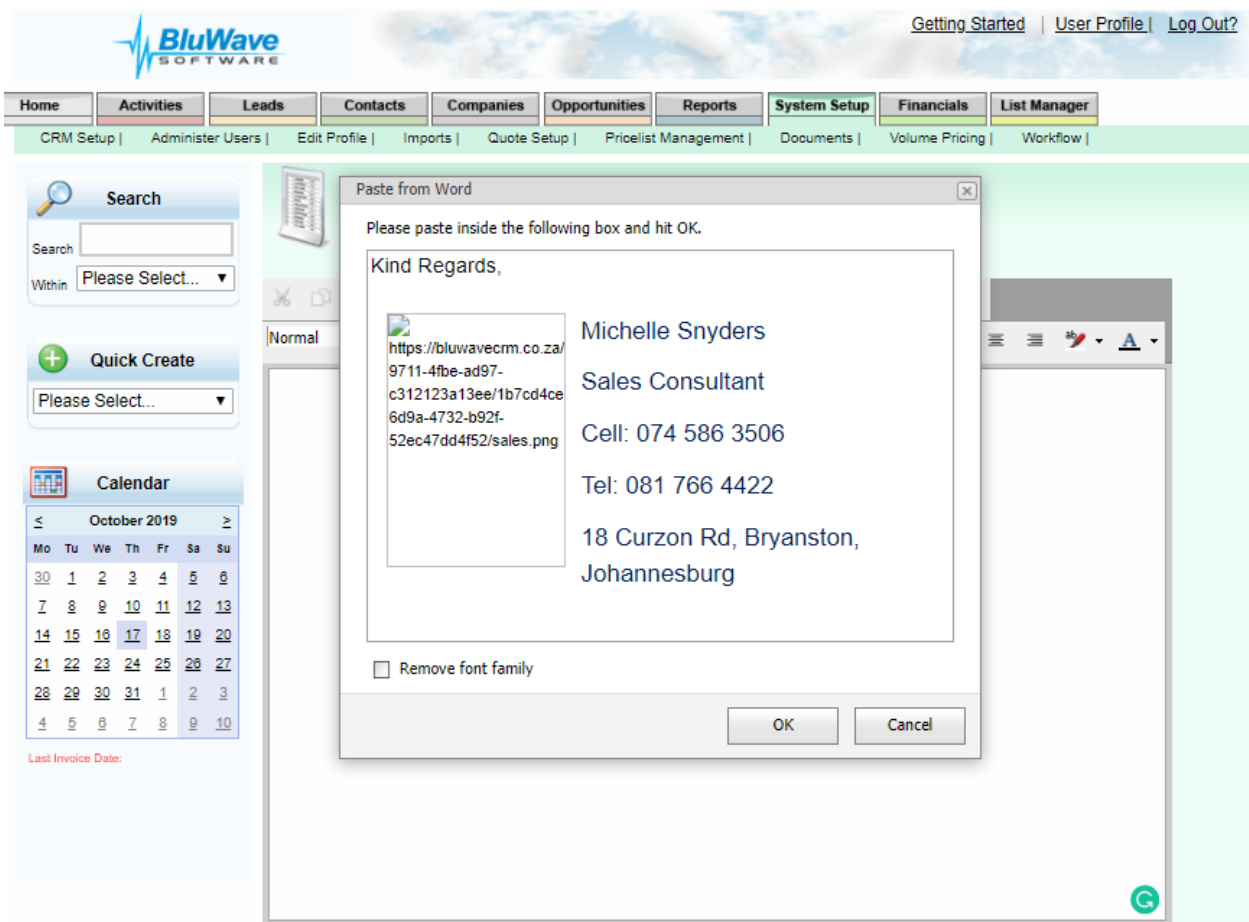
The screenshot displays the BluWave CRM software interface. At the top, the BluWave logo is on the left, and navigation links for 'Getting Started', 'User Profile', and 'Log Out?' are on the right. Below this is a main menu with tabs for 'Home', 'Activities', 'Leads', 'Contacts', 'Companies', 'Opportunities', 'Reports', 'System Setup', 'Financials', and 'List Manager'. A secondary menu below the tabs lists various system setup options: 'CRM Setup', 'Administer Users', 'Edit Profile', 'Imports', 'Quote Setup', 'Pricelist Management', 'Documents', 'Volume Pricing', and 'Workflow'. On the left side, there are three utility panels: a 'Search' panel with a search box and a 'Within' dropdown; a 'Quick Create' panel with a dropdown menu; and a 'Calendar' panel showing a calendar for October 2019. The main content area is titled 'HTML Signature' and contains a rich text editor window. The editor window has a title bar with 'Update' and 'Cancel' buttons, a standard toolbar with icons for copy, paste, undo, redo, and other text formatting options, and a text area with a font dropdown set to 'Arial' and a font size dropdown. A green circle with a 'C' is visible in the bottom right corner of the editor window.

This will be your next screen:

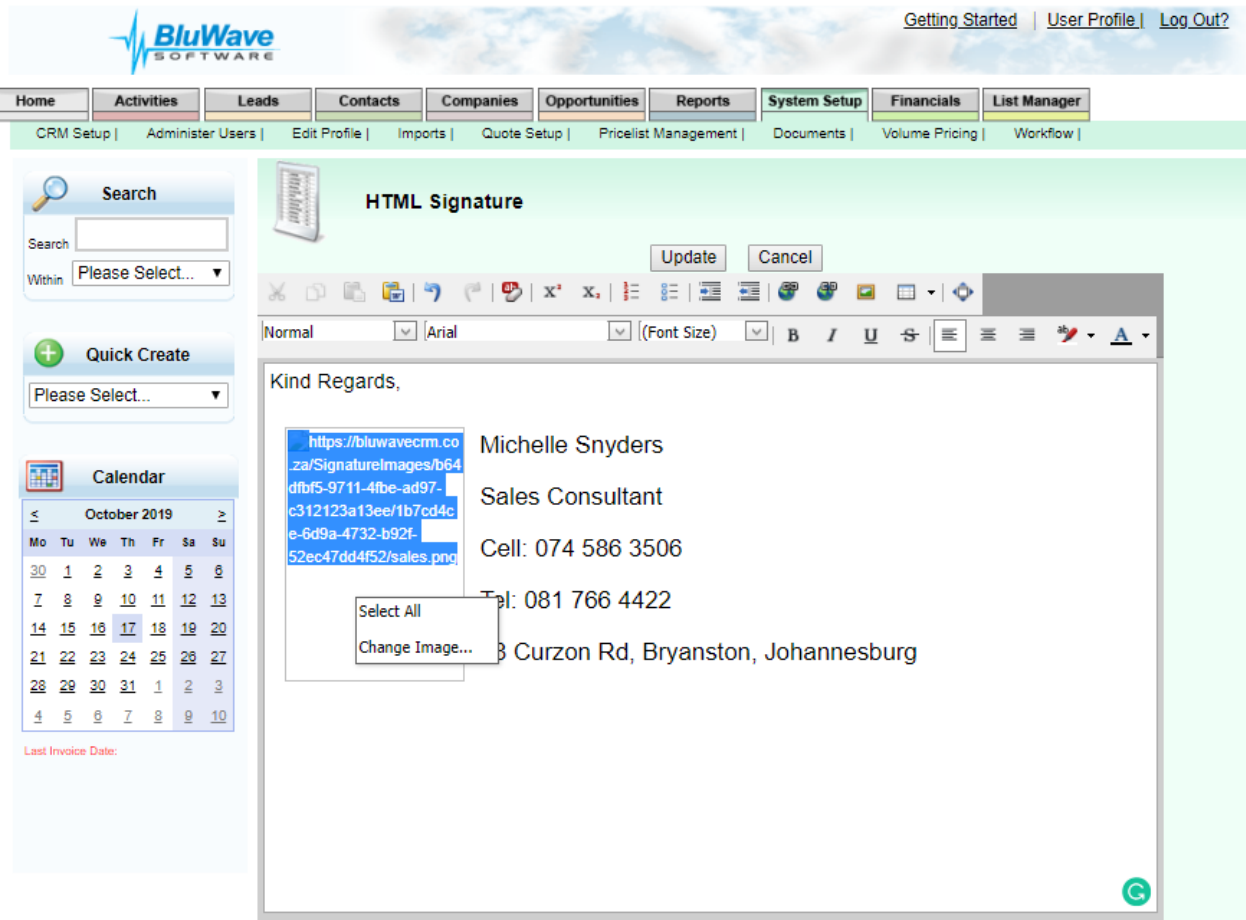


Copy the necessary section.

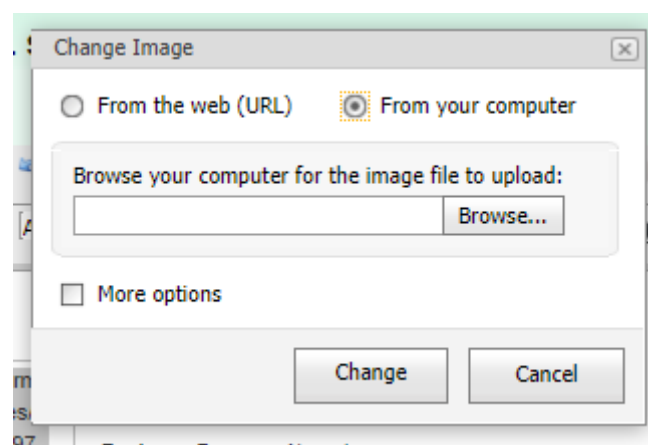
4. Now paste the copied content. And click on “OK” when done.



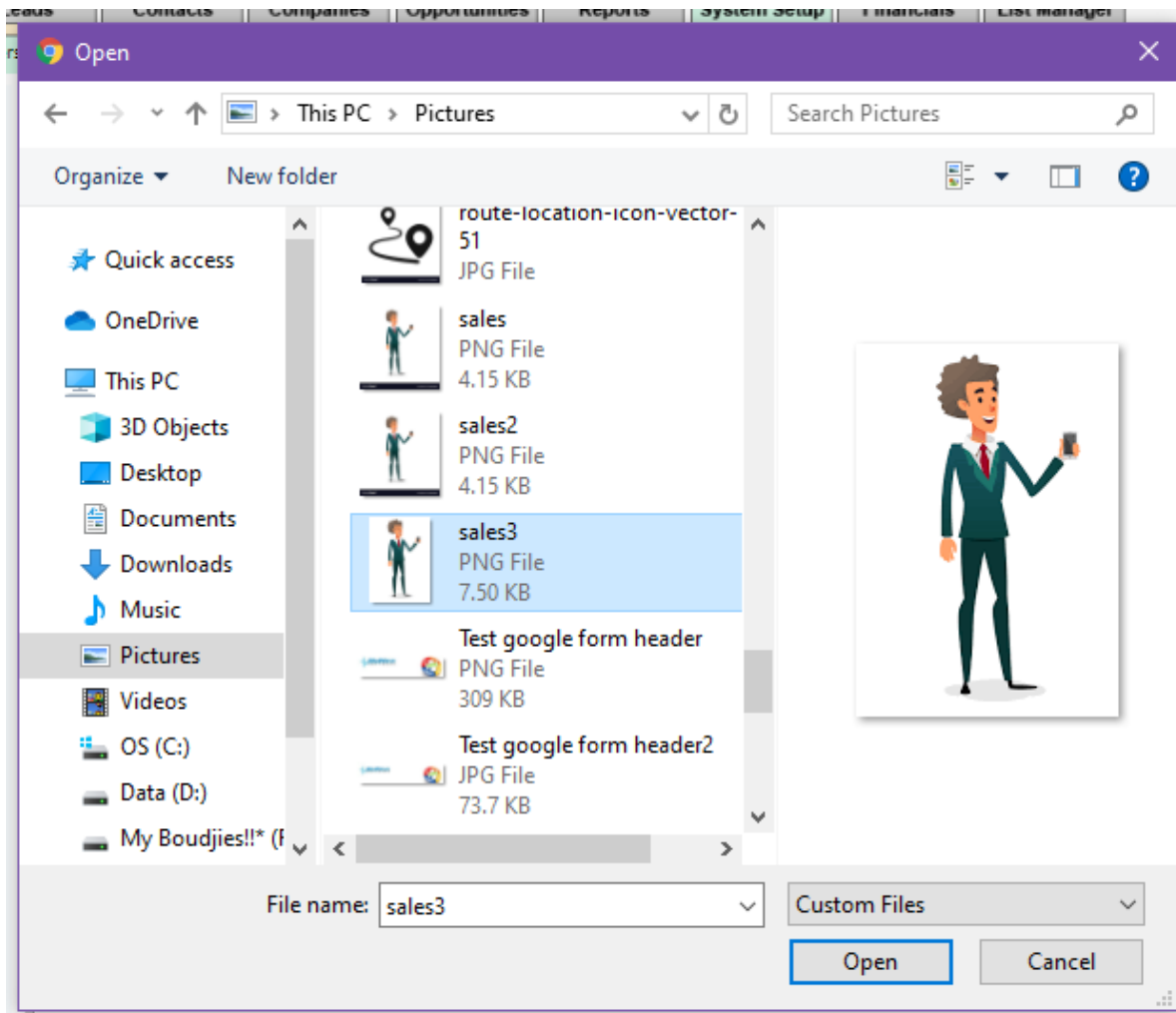
5. If there are any pictures used in the signature, it will have to be added one by one. (The images need to be saved separately). Right -click on the block that should contain the image, select the Change Image... option.



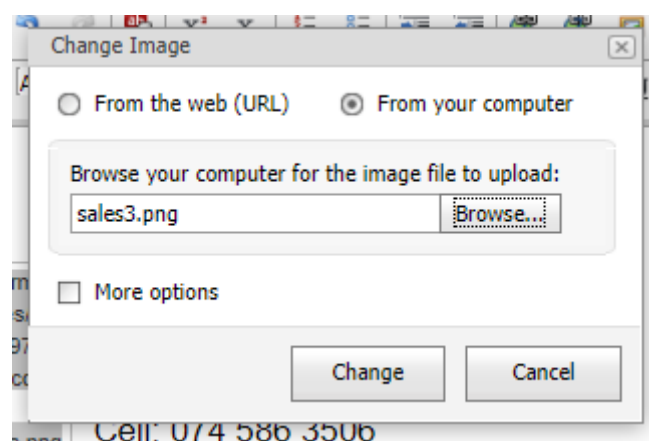
Make sure to select the "From your Computer" option. And then click on "Browse..."



6. Search and select the picture from your computer and click on “Open”.

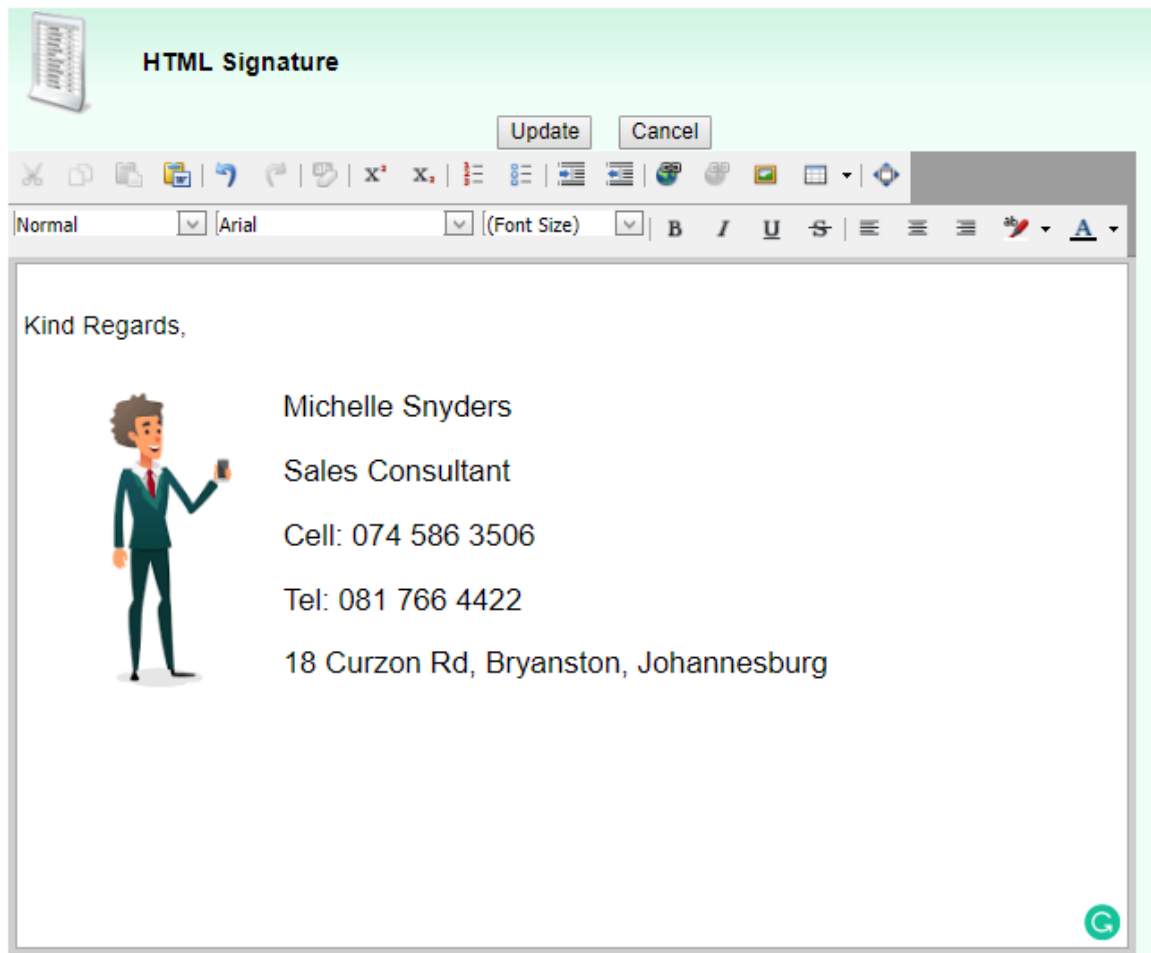


7. Then click on “Change”



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.