



BluWave- Html Signature



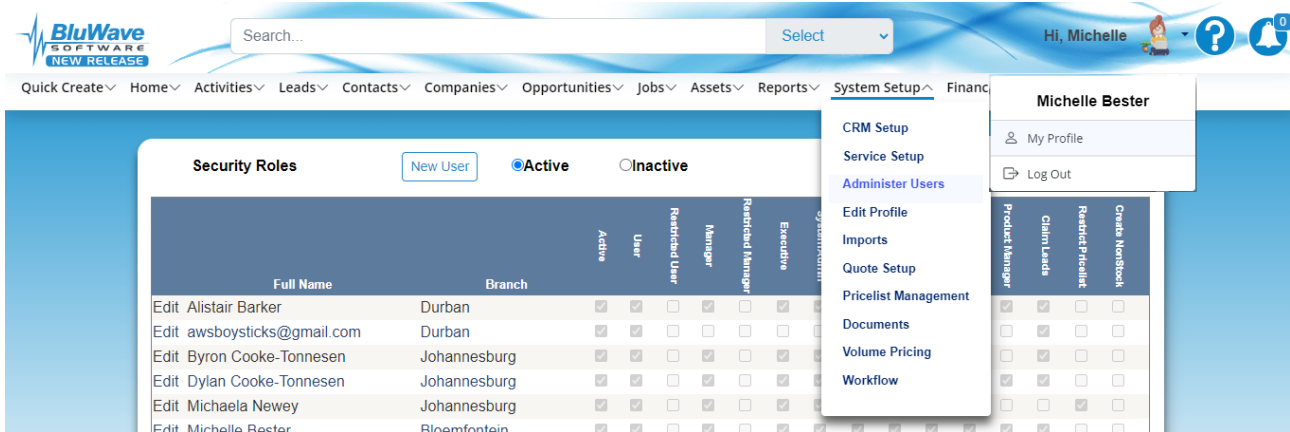
For support please contact: 011 462 6871 or support@bluwave.co.za.

1 Inserting an Html Signature

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

1.1 Follow these steps to insert a Html Signature

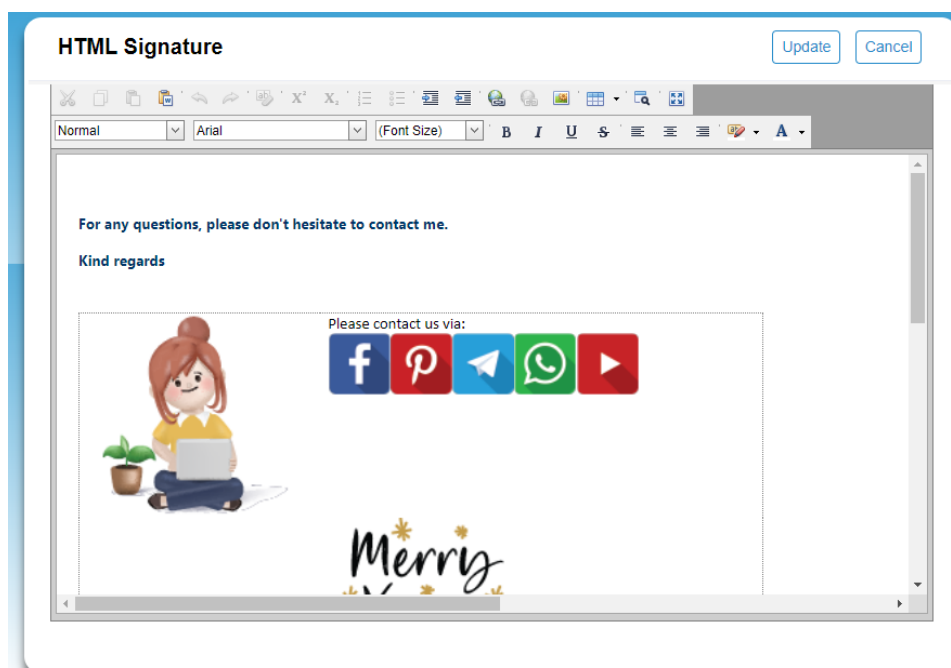
1. Click on the **User Profile** option from the avatar bubble at the top of the screen or click on the **Edit** link to the left of the user's name.



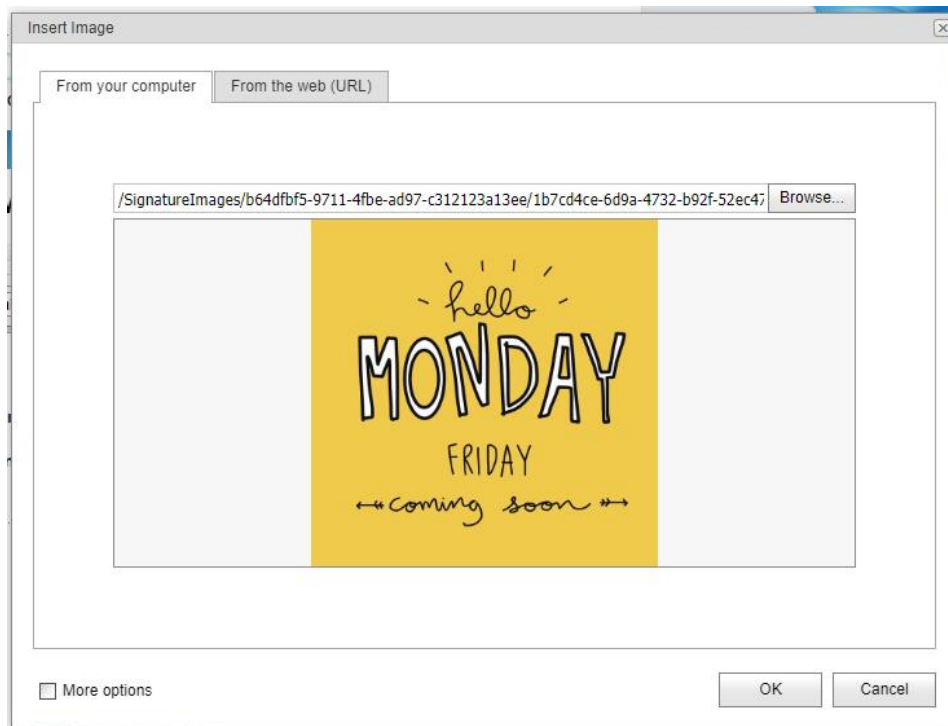
2. Click on the **HTML Signature** button.

The screenshot shows the 'Edit User Details and Roles' form for Michelle Bester. The form includes fields for 'Full Name' (Michelle Bester), 'Branch' (Bloemfontein), 'Sub-Branch/Division' (Management), 'Designation' (Manager), 'User Name' (michelle@demo.co.za), 'Date Captured' (03/09/2018 00:00:00), and 'Rep Code' (517143). There are two buttons at the bottom: 'Find my Sage One Repcode' and 'HTML Signature'.

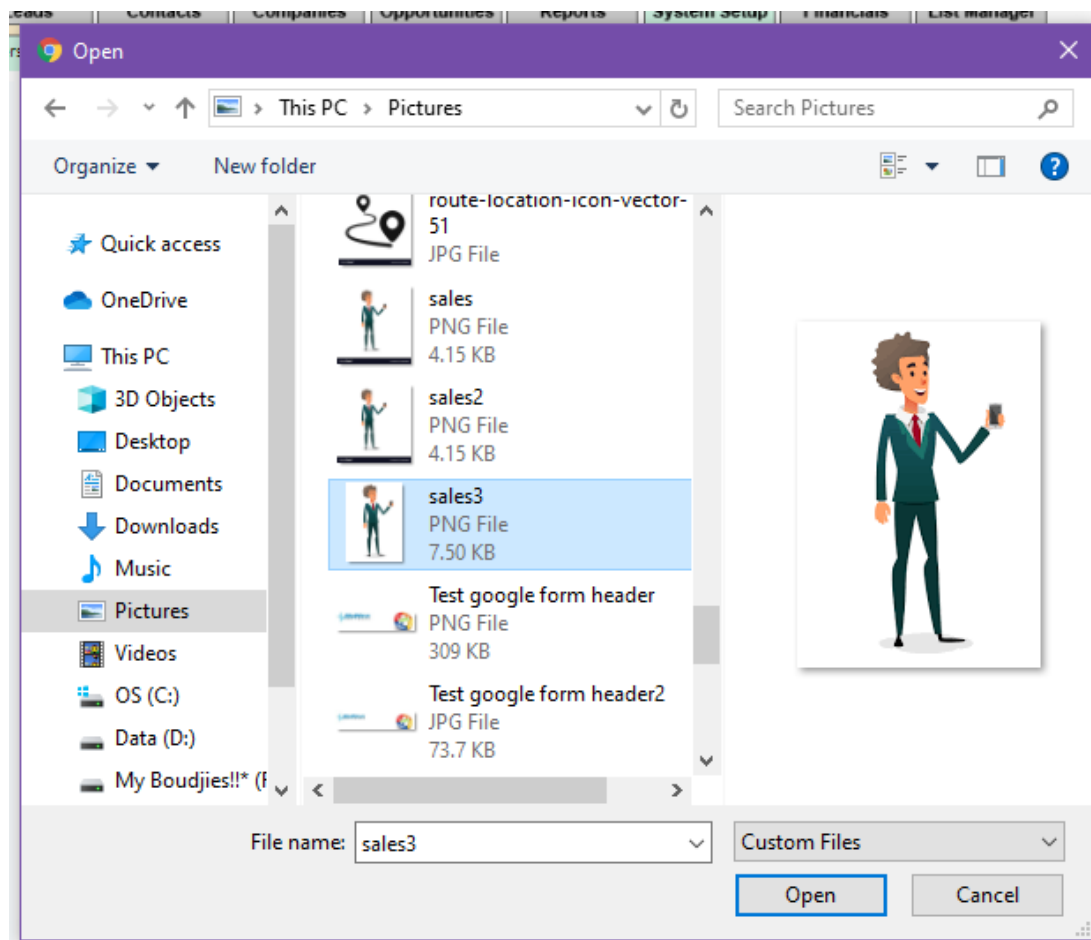
3. Add in the email signature by either pasting it from a different platform or typing it in and using the buttons in the toolbar to add in links and images.



Inserting an image from toolbar, click on the **Image** icon. Make sure to select the “**From your computer**” option. And then click on the **Browse...** button.



4. Search and select the picture from your computer and click on the **Open** button.

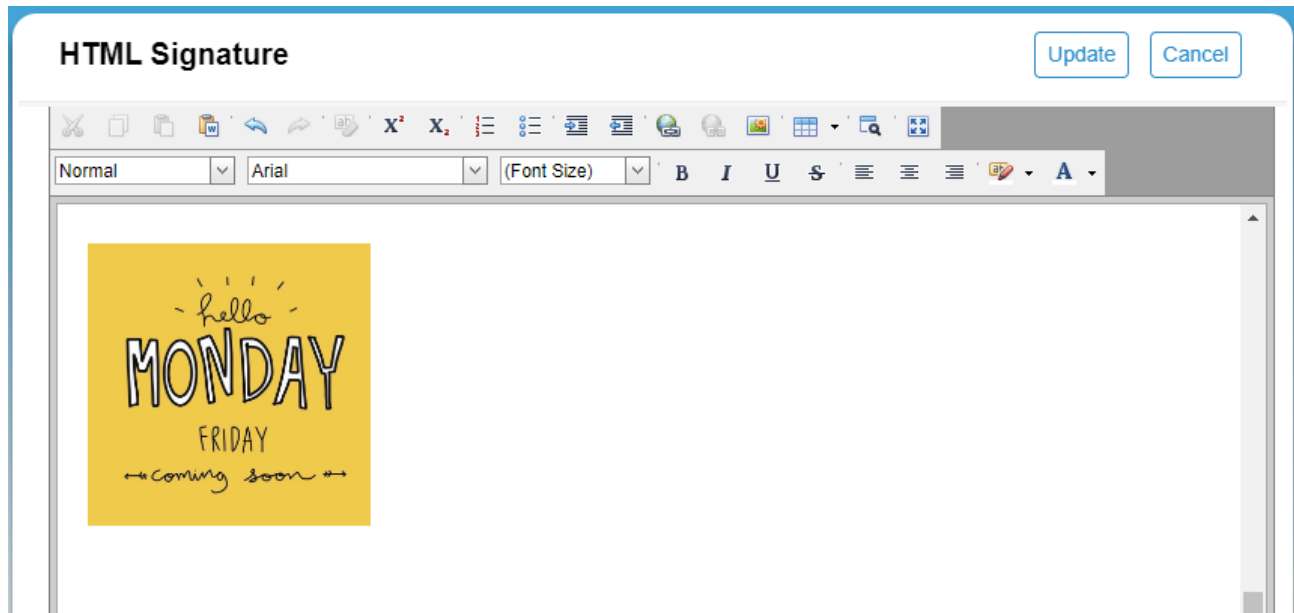


5. Once back on the previous screen, click on the **Ok** button to save the image on the signature.

The picture you chose will then be in the signature.

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

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



2 Revision History

| Version | Date | Updates |
|----------|------------|---|
| BW0001 | 21/09/2018 | <ul style="list-style-type: none">• Creation |
| BW0001.6 | 06/05/2024 | <ul style="list-style-type: none">• Updated the process and screenshots for the new release |
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