DMS Email Templates - User Workflow

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Log In → Email Templates → Create new template → Add data (1) → Save / Send

Send Documents → Select Template → Edit Information of non-locked fields → Attach documents → Preview & Send → Log In
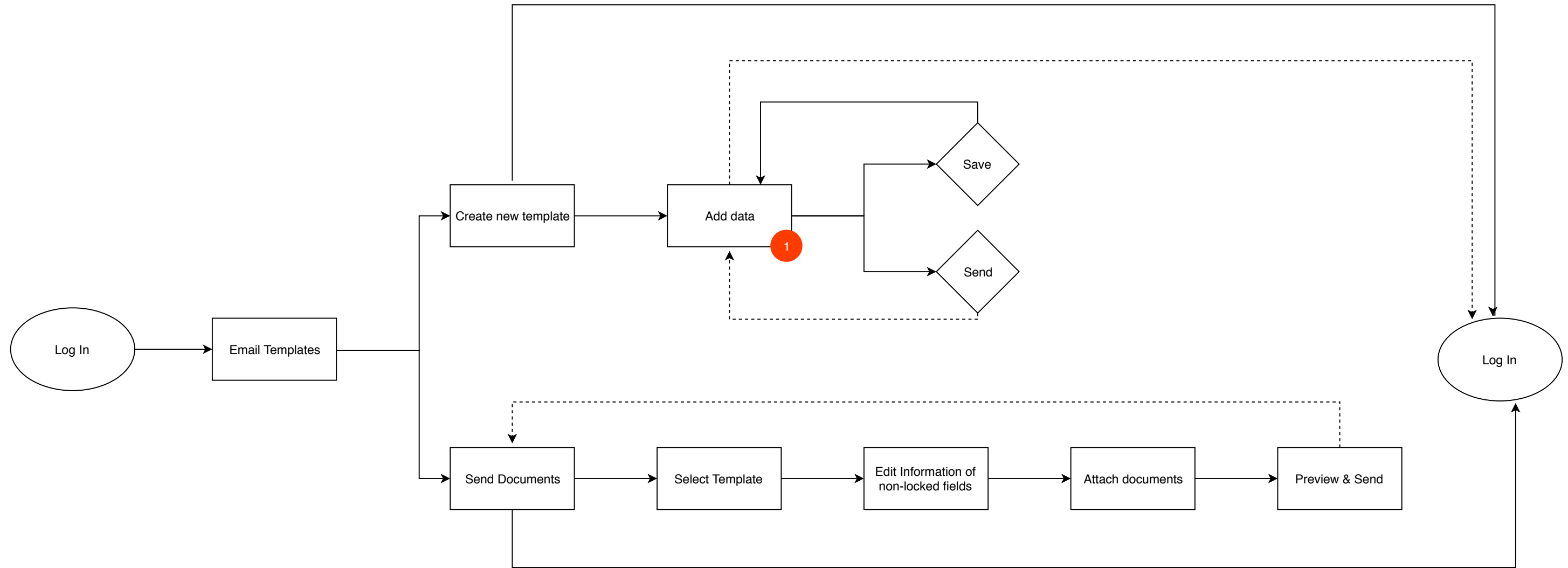
	Data will cover the below items:
1.	• use 'tags' within email templates (to automatically populate data) • include various types of design, images, videos, etc.(using editor) • esignature tag • Ability to lock fields so that it will not be editable