

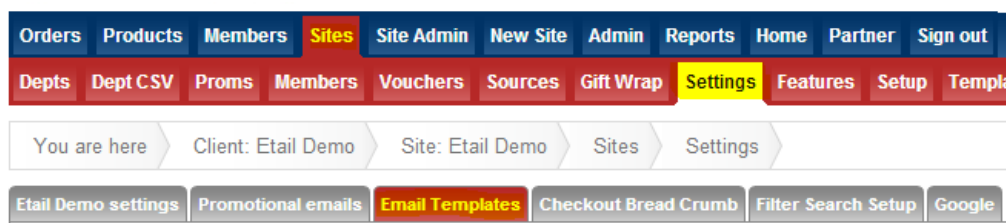
## Etail Systems Tip Sheet

*Objective: To add information to the top or bottom of an email that is automatically sent from COMS.*

The following tells you how to achieve this;-

Adding tops & tails to automatic emails is a great way of advertising all sorts of different things for your site – promotion codes, competitions, events... anything you wish. You can edit these at any time.

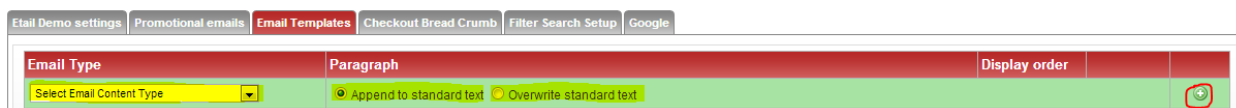
Go to Sites > Settings & the mini tab 'Email Templates'.



You'll then go straight to the screen where you have a dropdown – this shows all the different emails you can add tops and tails to. Select which email you want, then decide if you want to add to the standard text that's already there (Append to standard text) or if you want to overwrite it (Overwrite standard text).

**NB: Once you have created a top or tail, you cannot change whether it appends or overwrites the standard text. You'll have to remove the top or tail & re-create it if you want to change this.**

Click the green 'add' button to create your top or tail.



Now, you just need to type your text in the white text box that's appeared, & click the 'add' button.



You can have different paragraphs in each top or tail – every time you ‘add’ a paragraph, a new text box will appear.

You can edit your text at any time – just click the green ‘update’ button to save your changes.

**NB: If you have HTML Emails turned on, you can use HTML in your tops & tails e.g. <strong>, <i>, <u> etc. You won’t be able to see a preview of what the HTML looks like in the email, but it will come out correctly when the email is sent out.**

You can reorder these by changing the dropdown numbers & clicking the ‘update’ button.

To suspend a paragraph, click the red ‘remove’ button that’s allocated to each paragraph. To set it live again, click the green ‘add’ button.

To remove a whole top or tail, click the ‘remove’ button on the far right in the last column.

**NB: Once you remove a whole top or tail, you cannot get it back. If you’re wanting to keep it for future use, you can suspend all paragraphs instead.**

If you need any help with tops & tails, please contact [support@etailsystems.com](mailto:support@etailsystems.com) or call 0844 482 0908.