

LMS USER GUIDE

MESSAGE TEMPLATE

INFORMATION – This functionality allows Section Administrators the ability to create messages that can be utilised within the system

CREATING A MESSAGE TEMPLATE

Section Admin Procedure

Section Admin Dashboard > Message Templates

- 1) Select
**Add New
Template**

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>> [Section Admin Dashboard](#) >> [Message Templates](#) 16 December 2010

Select Message Template

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Type ▾ :

☒ Tick here to find partial matches

Type ↓	Name ↓	Subject ↓
☐ email-message	Pauls Message	Test
☐ email-message	Paul2	Test2

2 records **New Template** Delete Template View Template

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- 2) This screen shows the Message options available from the drop down box

Message
Message
Email
Message & Email
Text Message
e-Portfolio Feedback

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>> [Section Admin Dashboard](#) >> [Message Templates](#) >> [Edit Message Template](#) 06 November 2015

Message Template Details

Edit the message details

Type	Message
Name	
Subject	
Body	

Always Available
[Forename Surname Username TMS](#)
[Address Manager Organisation](#)
[Section Sender's Email Forgotten Password](#)
Special Cases
[Group Users Course](#)

Sample Values

Preview the message

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3) Complete the form and click **Save**

Always Available
[Forename](#) [Surname](#) [Username](#) [TMS](#)
[Address](#) [Manager](#) [Organisation](#)
[Section](#) [Sender's Email](#) [Forgotten Password](#)
Special Cases
[Group](#) [Users](#) [Course](#)

If you add any of these links to your message text they will include the relevant information from the system in the message

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>> Section Admin Dashboard >> Message Templates >> Edit Message Template 06 November 2015

Message Template Details

Edit the message details

Type Message & Email

Name

Subject

Body

Enter your message here

Sample Values

Update Preview

Message can be previewed

Preview the message

Save Cancel

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4) This is an example of a message template

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>> Section Admin Dashboard >> Message Templates >> Edit Message Template 06 November 2015

Message Template Details

Edit the message details

Type Message & Email

Name Pauls Message

Subject Test

Body {Forename} {Surname} You have been allocated the following course{Course}

Information in brackets will retrieve information from the system

Sample Values

Update Preview

The message can be previewed here

Preview the message

Test

enable sa You have been allocated the following course{Course}

Save Cancel

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- 5) Options available to Section Administrator with regards to Message Templates

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2 records

New TemplateDelete TemplateView Template

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