

# Configuring Email Templates BEST PRACTICES

## Introduction

CMS Developers and Admins are able to configure custom email notifications from the workflow. Below are the steps and template requirements.

## Steps

- Create an email template file.
  - Navigate to your templates folder (Usually /System/Templates/{Name of Site}/)
  - Create an Email template using File > New > Template
  - Create a template file using File > New > input.asp. Best Practice: rename it to match the workflow step it will be associated with.
  - Create an email template file that includes the subject, body, and distribution list. Use the Email object to send message. Code sample below.

```
<%
    subject = "CMS Group Legal Review: '" & content.item("_cmslabel") & "' ready for
Legal Review."
    system.startcapture()
%>

Dear CMS Legal Reviewer,

Review this document and select approve (or reject) to move it Ready for Live.

Folder: <%=content.item("_cmsPath") %>
Page Title: '<%=content.item("_cmsLabel") %>'
CMS Url:
<%=replCMS(content.item("_cmsurl"),"default","index")%>?_taskvalue=preview&_idname=_asset
Id&_idvalue=<%=content.item("_cmsid")%>

CMS Group
http://www.CMS Group.com

<%
body = system.stopcapture()

set OrigUser = user.getUser(content.item("_cmsCreateUserId"))

sendEmail = true

'find users based on group membership
set nlist = user.getUserList("Admin")

do while nlist.nextEntry()
    set usr = user.getUser(nlist.item("username"))
    'rule added - if the original user is an approved user no need to send
notification
    if OrigUser.email = usr.email then
        sendEmail = false
```

```

        end if
        if sendTo = "" then
            sendTo = usr.email
        else
            sendTo = sendTo & "," & usr.email
        end if
    loop

    if instr(OrigUser.email,"@") > 0 and OrigUser.email <> "" then
        if sendTo = "" then
            sendTo = OrigUser.email
        else
            sendTo = sendTo & "," & OrigUser.email
        end if
    end if

    'file name exempt
    if left(content.item("_cmsLabel"),1) = "_" then
        sendEmail = false
    end if

    if sendEmail = true then
        'override for testing
        if content.item("_cmsFolder:2") = "Sandbox" then
            sendTo = "test@crowpeak.com"
        end if
        'Send the email
        email.setParam "subject", subject
        email.setParam "body", body & vbCrLf & sendTo & vbCrLf &
content.item("_cmsStatusText")
        email.setParam "to", sendTo
        email.setParam "from", "cms@NewCMS Group.com"
        email.send()

    end if

```

%>

- Edit Workflow by navigating to System > Configure > Workflow and selecting a workflow from the edit list
- Find step that requires email notification. Select email icon in the base of the step. Link to your email template file using Browse option.