

# How to Create a Letter Template

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Letters**
3. Click the **New** button to open a new record.
4. Add a **Name** and **Description**
5. Select the module
6. Add a message. The message can be formatted using the toolbar editors.

Letter - Thank You!

New Save Search Delete Undo Duplicate Close

Details Audit Log

Name Thank You! Module Document Management

Description Thank You!

Thank you for your business.

Please note that iRely, retains ownership of said document, and that it is being loaned to you pursuant to a continued relationship of purchasing items from iRely.

Thanks,

iRely

1.72s | Ready

1 of 1 Refresh

7. Click the **Save** button to save the setup.

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Letter -

New Save Search Delete Undo Close

Details Audit Log (0)

Name: Description:

Message

Ready

Page 1 of 1

4. Add a Name and Description

5. Add a message. The message can be formatted using the toolbar editors.

Letter - Letter A

New Save Search Delete Undo Close

Details Audit Log (0)

Name: Letter A Description: Letter A Description

**A** **B** *I* U abc **A** **ab**

*Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur nisl mi, sollicitudin aliquam fermentum at, suscipit sit amet diam. Pellentesque ultrices, justo eget aliquam dapibus, mi augue pellentesque lectus, vel condimentum odio erat non eros. Aliquam sem arcu, imperdiet nec malesuada nec, dignissim vel arcu. Suspendisse tincidunt mi ut pretium pulvinar. Nullam a efficitur ipsum, sit amet maximus ante. Fusce malesuada, ex a pharetra hendrerit, tellus nisi lobortis diam, ut laoreet dui odio non neque. Proin tempus arcu eget nunc euismod scelerisque in eget lacus. In blandit leo libero, ut lacinia orci auctor nec. Curabitur a purus quis arcu volutpat posuere. Aliquam erat volutpat. Nunc quis tortor luctus nisi ornare placerat. Nulla facilisi. Proin vestibulum suscipit neque non tincidunt. Vestibulum ac nulla ligula. Sed vitae sapien ornare, maximus ex at, tincidunt nunc. Praesent porttitor tristique nulla sed sollicitudin.*

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6. Click the **Save** button to save the setup.

#### Here are the steps on How to Create a Fresh Company Database:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Letters**
3. Click the **New** button to open a new record.

Letters

New Save Search Delete Undo Close

Details Audit Log (0)

Name: Description:

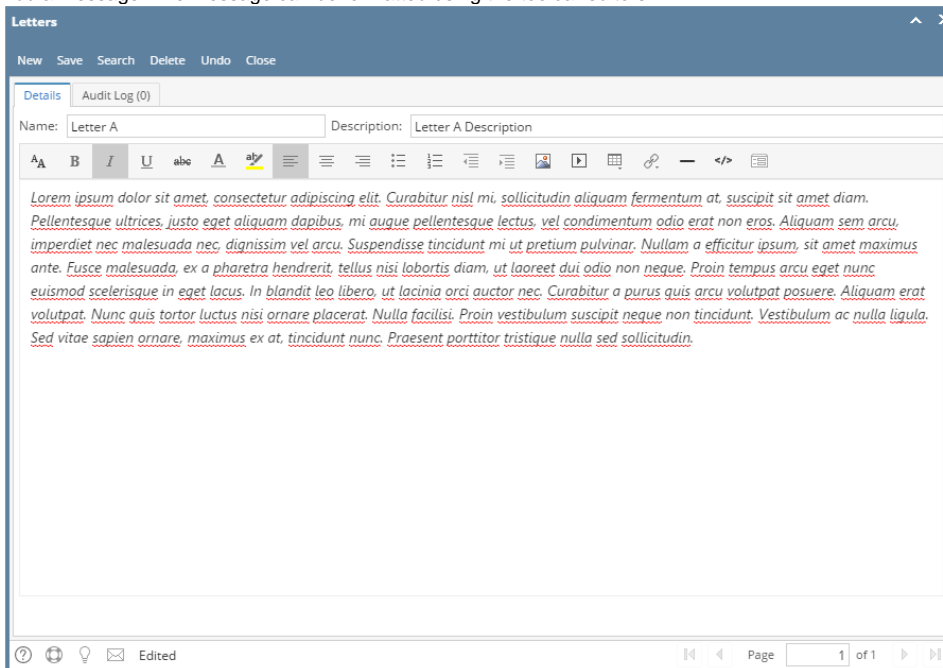
**A** **B** *I* U abc **A** **ab**

Message

Ready Page 1 of 1

4. Add a Name and Description

5. Add a message. The message can be formatted using the toolbar editors.



6. Click the **Save** button to save the setup.