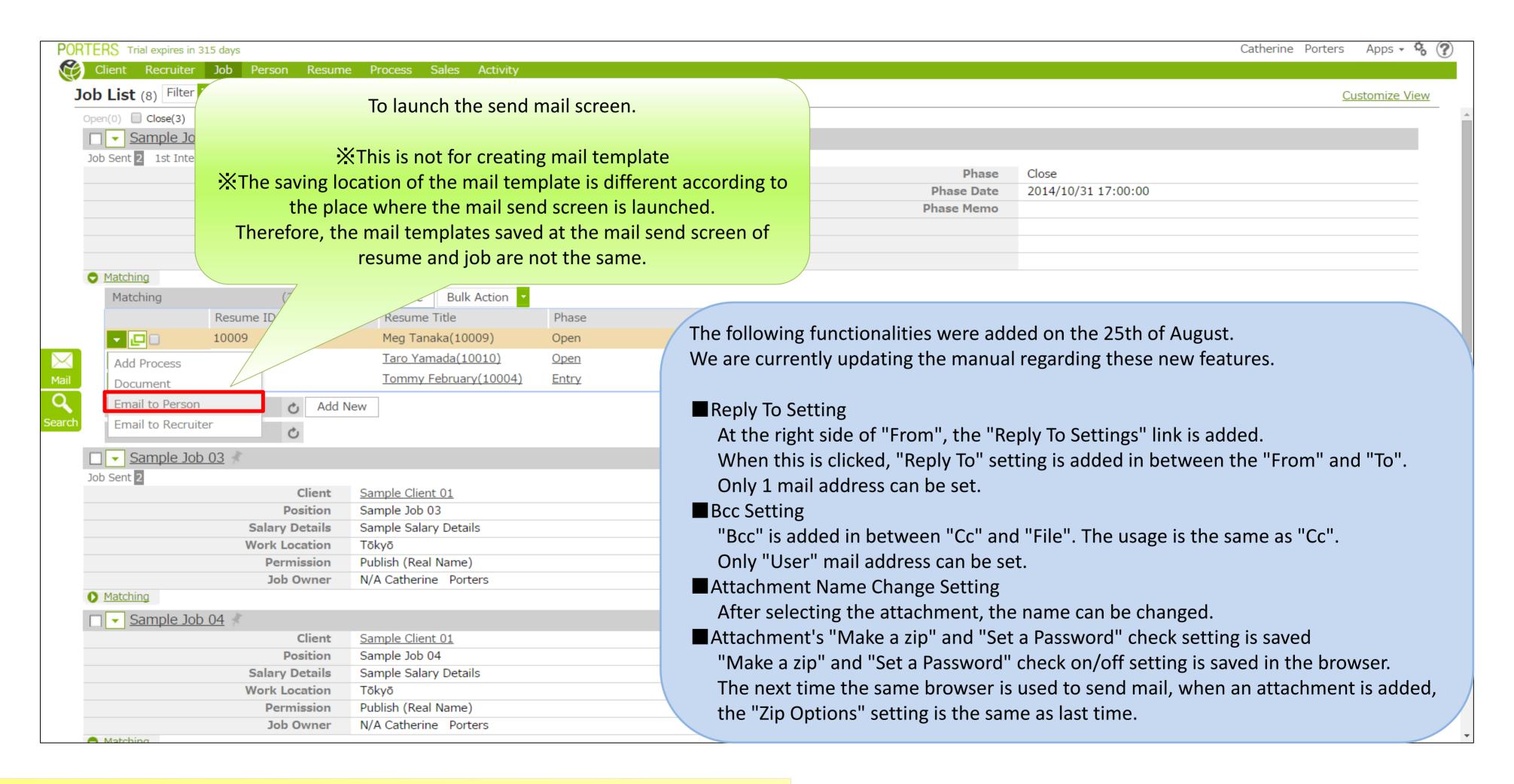


How to Create an Email Template



^{*} There is a possibility that the screen image might change.

[☆] In this manual, the default menus displayed are the default settings.

To change the global menu display settings, please refer to the document "How to Customize the Global Menu".

Template (Matching to Person)	○ Don't share mail ● Share mail	Phase Update
Help text for the template Shared Templates (3)	From porters hrbc-support@porters.jp	Automatically update the Phase when sending mail. In case you do not want to update the Phase, please select "Update the latest Phase:"
e-mail magazine Share 🗸	To Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai@porters.jp> x</keitai@porters.jp></e1@porters.jp>	Process
Job E-mail (Default) Share ✓	Send Cc Cc	Phase
Job E-mail(Bulk) Share ✓	File Subject	Update the latest Phase: ▼
My Templates (0)	Subject	Process Date
		Process Memo
	When you add new template, click the Add New template in My Template list" **There are no copy function.	This content will be updated in Process Memo End Flag Close End Reason Success Client NG Person NG Job Cunsultant NG Person Consultant NG If there is no Process, update will not be performed

