

# Sensible Development

## Email management



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1.1

# 1. Introduction

This guide provides an overview of the email management tools available on your site's admin system

# 2. Site email management

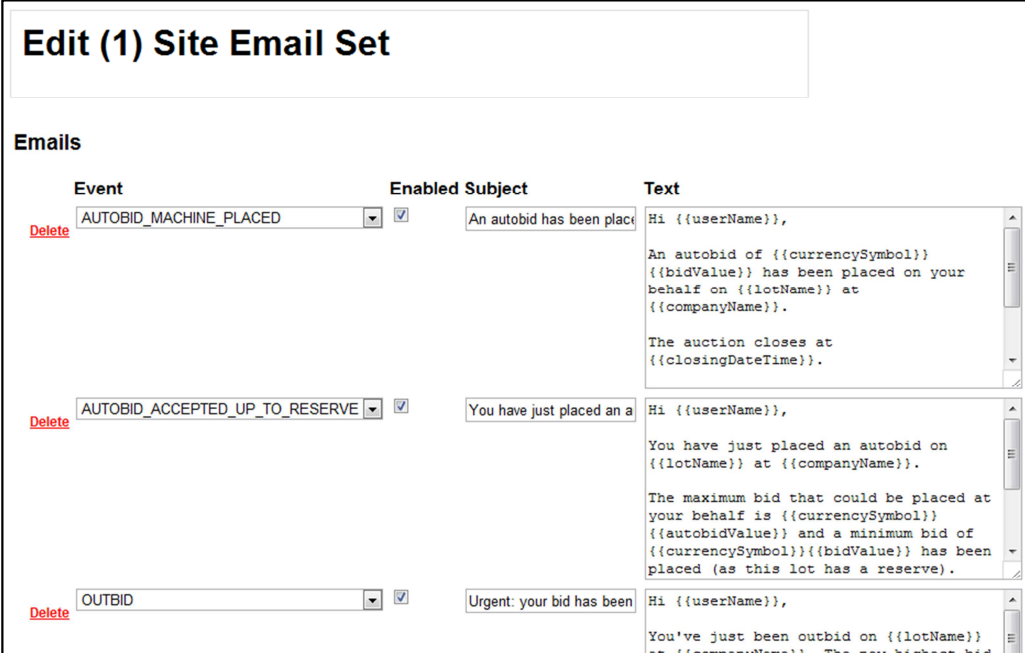
All email templates for emails automatically sent out by the site when users register, place a bid, reset their password, etc. are listed in a table along with their enabled status. Select an email's entry in order to find out its details, edit or delete. It is possible to edit:

ID	Event	Enabled	Subject
1	<a href="#">AUTOBID_MACHINE_PLACED</a>	<input checked="" type="checkbox"/>	<a href="#">An autobid has been placed on your behalf</a>
2	<a href="#">AUTOBID_ACCEPTED_UP_TO_RESERVE</a>	<input checked="" type="checkbox"/>	<a href="#">You have just placed an autobid</a>
3	<a href="#">OUTBID</a>	<input checked="" type="checkbox"/>	<a href="#">Urgent: your bid has been exceeded</a>
4	<a href="#">REGISTRATION_ADMIN</a>	<input checked="" type="checkbox"/>	<a href="#">A new user has registered</a>
5	<a href="#">LOT_SECURED</a>	<input checked="" type="checkbox"/>	<a href="#">Congratulations! You have secured a lot</a>
6	<a href="#">REGISTRATION_USER</a>	<input checked="" type="checkbox"/>	<a href="#">Please confirm your registration</a>
7	<a href="#">OUTBID_AUTOBID</a>	<input checked="" type="checkbox"/>	<a href="#">Urgent: your bid has been exceeded by an autobid</a>
8	<a href="#">BID_ACCEPTED</a>	<input checked="" type="checkbox"/>	<a href="#">You've placed a successful bid</a>
9	<a href="#">PASSWORD_RESET</a>	<input type="checkbox"/>	<a href="#">Your password has been</a>

- The event that triggers the email
- Change the subject of the email
- Change the text of the email
- Change the “set” of email to which it belongs

### 3. Site email set

To edit all emails simultaneously, select “SiteEmailSet” on the admin menu. Here you will see a list of all “sets” of emails on the site. Generally, there will be only one set. Select the relevant set to edit or delete in bulk all the emails in the set.



The screenshot shows the 'Edit (1) Site Email Set' interface. It features a table with the following columns: Event, Enabled, Subject, and Text. Each row represents a different email event type. The 'Event' column contains dropdown menus with values like 'AUTOBID\_MACHINE\_PLACED', 'AUTOBID\_ACCEPTED\_UP\_TO\_RESERVE', and 'OUTBID'. The 'Enabled' column has checkboxes, all of which are checked. The 'Subject' column shows the subject line for each event, such as 'An autobid has been placed', 'You have just placed an autobid', and 'Urgent: your bid has been outbid'. The 'Text' column contains the email body text, which includes placeholders like {{userName}}, {{currencySymbol}}, {{bidValue}}, {{lotName}}, {{companyName}}, and {{closingDateTime}}.

Event	Enabled	Subject	Text
<a href="#">Delete</a> AUTOBID_MACHINE_PLACED	<input checked="" type="checkbox"/>	An autobid has been placed	Hi {{userName}}, An autobid of {{currencySymbol}} {{bidValue}} has been placed on your behalf on {{lotName}} at {{companyName}}. The auction closes at {{closingDateTime}}.
<a href="#">Delete</a> AUTOBID_ACCEPTED_UP_TO_RESERVE	<input checked="" type="checkbox"/>	You have just placed an autobid	Hi {{userName}}, You have just placed an autobid on {{lotName}} at {{companyName}}. The maximum bid that could be placed at your behalf is {{currencySymbol}} {{autobidValue}} and a minimum bid of {{currencySymbol}} {{bidValue}} has been placed (as this lot has a reserve).
<a href="#">Delete</a> OUTBID	<input checked="" type="checkbox"/>	Urgent: your bid has been outbid	Hi {{userName}}, You've just been outbid on {{lotName}} at {{companyName}}. The new highest bid

### 4. Customising emails

CustomEmail provides you with the means to create new email templates if required. It allows you to add to the template:

- name
- subject
- text
- HTML