Jv Jive Interactive Intranet

Cloud Administrator Guide

Jive Extensions: Email Signature Add-on

Aurea

Unlimited Possibility

Notices

For details, see the following topics:

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Notices

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Aurea global support

If you encounter a problem while using an Aurea product or require assistance with downloading the software or upgrading a product release, please, try to:

- Search the articles on the Aurea Knowledge Base for solutions to your issues.
- Search the product documentation and other product-related information that are also available on Support Central.

If you still cannot find a solution, open a ticket on Aurea Support Central. Information about the support organization is available on Support Portal as well.

You can also find the setup files on Support Portal.

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our website.

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Email Signature add-on

Email Signature add-on:

• Supports advanced HTML

• Supports unlimited form fields

• Allows creating virtually unlimited signatures

„E-mail Signature Addon" konfigurieren

Aurea Template

Template Fields

Title		EDIT	DELETE

Title	Placeholder
Title	Title

Field Description	Key (KeyWord for mapping to HTML template)
	{{title}}

Default Value
Title

A flexible add-on that is used to ensure your employees use corporate-approved signatures created with ease. Create multiple signature templates based on an unlimited array of form input fields and advanced HTML.

For details, see the following topics:

- Installing Email Signature Add-on
- Configuring Email Signature Add-on
- Using the Email Signature add-on to create personalized signatures

Installing Email Signature Add-on

Open a support with the Support to install this add-on.

Configuring Email Signature Add-on

Use the Email Signature Add-on to create signature templates for users to base their signatures upon.

Fastpath: **User interface: Your avatar** > **Add-ons**

A user must have at least Manage System permissions to configure add-ons.

For an example, refer to the sample HTML text attached.

Opening Email Signature add-on for editing templates

Creating and editing signature templates is done on the Email Signature add-on configuration page. Here is the way to open this page.

To open the Email Signature add-on configuration page:
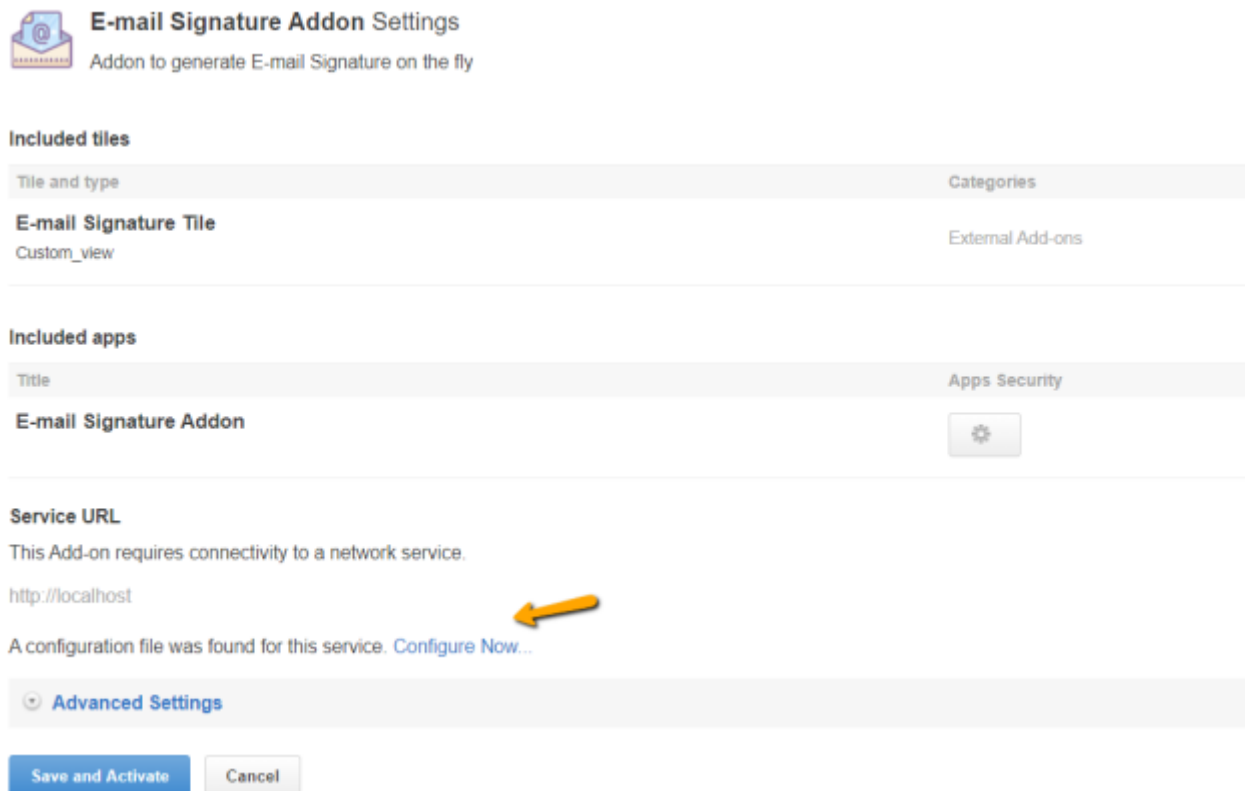
1. Go to **User interface: Your avatar** > **Add-ons** > **All Add-ons** > **Installed** .

2. Find **Email Signature** in the list, click **the gear icon** > **Settings** .

   Figure 1: Email Signature add-on settings
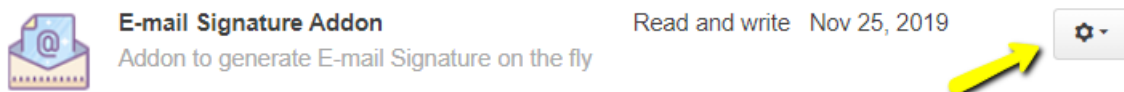
The Email Signature Add-on configuration screen is displayed.

3. Select **Configure now** to create or edit e-mail multiple signature templates.

This opens the **Configure "Email Signature Add-on"** page with the following options available:

- **Add New Template** (or **Edit** next to `New Template -2` in the example, in case it is not already used) to create a new template
- **Edit** to edit an existing template
- **Delete** to delete an existing template
- **Save** to finally save all changes to the settings.

Figure 2: The Configure "Email Signature Add-on" page
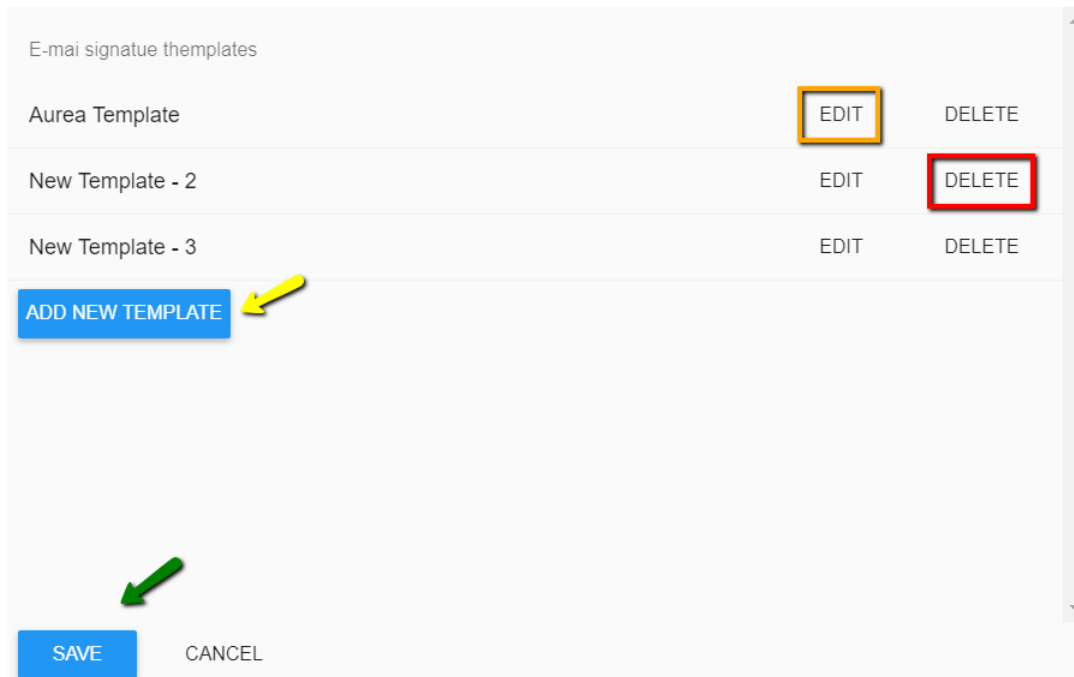
Creating signature templates with Email Signature add-on

Create and edit email signature templates with the Email Signature add-on.

To create signature templates with the Email Signature add-on:

1. On the Email Signature Add-on configuration page, click **Add New Template** (or **Edit** next to an existing template, in case it is not already used).

   A **New Template - <n>** screen appears for creating a new signature template.

   Figure 3: Adding a new template

2. Change the **Title** of the template.
3. Add HTML code for the new signature under **Template HTML**.

   For an example, refer to the sample HTML text attached.

4. Click **Add New Fields** under **Template Fields** to add fields on the Signature Form by providing the details of the fields.

   You can add, for example, First Name, Last Name, Title, Department, Location, and other Contact details.

5. For a new field, specify:

| Options	Description
Title	The name of the field to be displayed on the form.
Placeholder	The text to be displayed within the field.
Field Description	The text to appear below the field as a help text on the information expected.
Key (KeyWord for mapping to HTML template)	The text that will match the keyword defined in the HTML template for this field.
Default Value	The text that will appear in the Preview.

6. Add as many fields as required to capture the user signature information, by following Steps Step 4 on page 10-Step 5 on page 11.
7. Click **Save** to save the field-related data provided.
8. Click **Save** in the **Configure "Email Signature Add-on"** screen.

9. Click **Save and Activate** in the **Email Signature Add-on settings** screen.
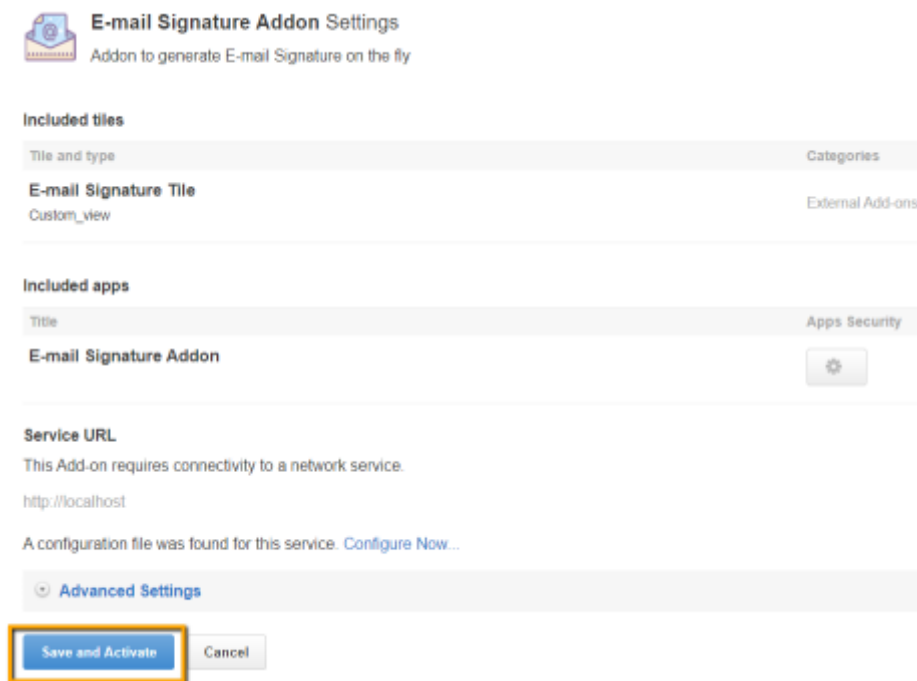
Using the Email Signature add-on to create personalized signatures

Here you can find details on using the Email Signature add-on to create your own personalized signature (or signatures) based on the provided templates.

Fastpath: Content item

1. Go to **Main menu** > **Apps** > **Email Signature Add-on** .

   The **E-Mail Signature Generator** screen is displayed.

2. Choose the appropriate signature template from the templates provided in **Select Your Template**.

3. Under **Enter your information: <selected template name>**, fill in the actual details in the various fields displayed below.

   The user information is simultaneously reflected in the **Signature Preview** beside, with the default value being replaced by the actual user information.

4. Click **Select** when the **Signature Preview** details appear correct.

   The following message appears: *Your signature has been copied to your clipboard!*

5. Paste the contents into your preferred email application's signature.

Caution: In Mac Mail, clear the **Always match my default message font** check box.