

OPS and Sales emails for Bases

Name	OPS email	Sales email	Customer service email
Base1	ops@base1.com	sales@base1.com	customer@base1.com
Base2	ops@base2.com	sales@base2.com	customer@base2.com
Base3	ops@base3.com	sales@base3.com	customer@base3.com
Base4	ops@base4.com	sales@base4.com	customer@base4.com
Base5	ops@base5.com	sales@base5.com	customer@base5.com

'Bases' emails settings

It is now possible to set up the '**OPS emails**' and '**Sales emails**' for Bases in the 'General Settings' section.

Once emails for bases are inserted, they can be selected as the 'Reply to' emails in the 'Email Templates' > 'Recipients' tab.

EXAMPLE

User data

Login*

DEL

Code

DEL

Permission Group

Admin

Home base*

AMS

history

Home base

history

User base

MEL

Crew ID

9999

Crew External ID

'User base' assigned in the User profile

User is assigned to MEL user base in the profile (full edit profile, 'Basic' tab).

Based on the 'User base', the assigned 'OPS email' is melops@man.com and the 'Sales email' is melsales@man.com.

In the 'Email Templates' section > 'Recipients' tab of any template, the relevant 'Reply to' option can be selected. Below, Base sales email option selected on the 'Charter Agreement' template:

Reply to:

☐ As defined

sales@man.com

☐ User sending email

☐ User sending Base OPS email

i

☒ User sending Base sales email

i

Once this template is used, the relevant base email will apply to the 'Reply to' field. Below, 'Sales email' assigned to MEL base:

Document template	Charter Agreement (REV1)	Email template	CA English
TO	<input type="text"/>	CC	BCC
	diaconuamd@gmail.com		
FROM	<input type="text"/>		
	Thomas Delta		
REPLY TO	<input type="text"/>		
	melsales@man.com		

The abovementioned functionality can apply to any email template in Leon. In the case of the **OPS emails**, the 'Reply to' email will appear in the 'From' field.

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