



## Predefined texts

The application of *Predefined texts* allows you to save texts commonly used, for example, conditions of a budget or the content of a commercial email. This text can be recovered during the creation or modification in various applications.

## Listing

This list shows the already defined entries, with its identifier or name and type (public / private) access.

| Listado de textos predefinidos                                      |                   | Opciones de filtro | Ayuda      |   |
|---|-------------------|--------------------|------------|---|
| + Nuevo texto predefinido   |                   | Buscar             | Buscar     | Reset   |
| Cód. ▲▼   | Nombre ▲▼         | Aplicación ▲▼      | Público ▲▼ |   |
| 00002   | Respuesta reunido | Correo             | No         |    |
| Página 1 de 1 (registros del 1 al 1 de 1). Registros por página: 25 |                   |                    |            |   |

## Creation

When creating a predefined text, choose a unique name so you can easily handle the text content.

If you want the text to be used by all users, as a form of corporate farewell emails, check the box about verification *Everyone can use this predefined text*.



Datos del texto predefinido   Datos del registro   Carpets   Ayuda

(\*) Nombre

(\*) Aplicación  ☐ Todos pueden usar este texto predefinido

Buenas,  
Estoy reunido, te llamo luego.  
Un saludo

Descripción

## Modification

Edit mode or modification, allows you to set the same parameters during creation. Note that the name or ID of the text must be unique.

## Consultation

The way a predefined text query allows you to query the identifier and its content.