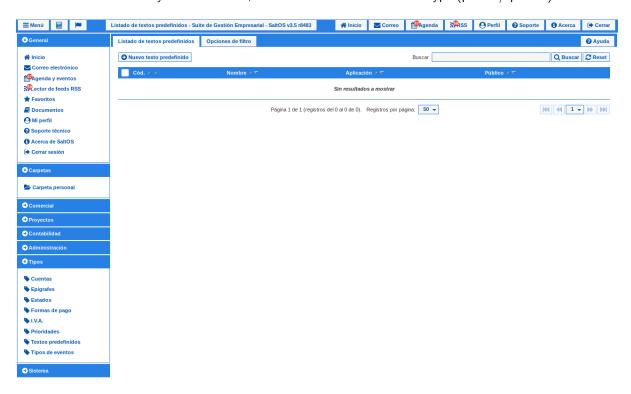# Predefined texts

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.
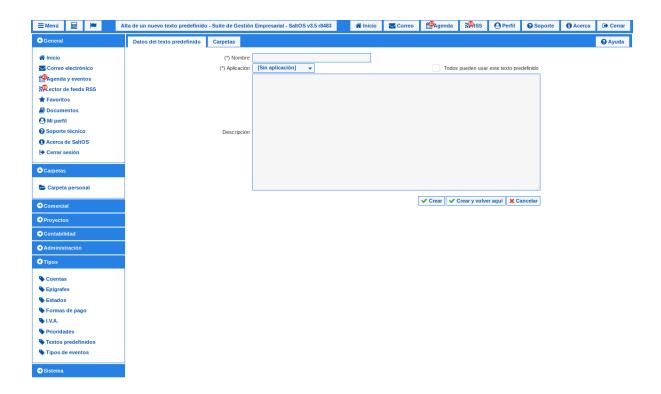
Listing

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

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*.

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.