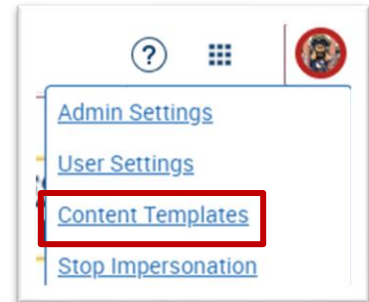


Navigate360: Add Content Templates

Allow users to create a library of reusable templates that can be saved or shared for common frequent communications.

1. Open content templates

- In the top right corner of the home screen, click on the circular user icon
- Click *Content Templates* from the pop-up menu



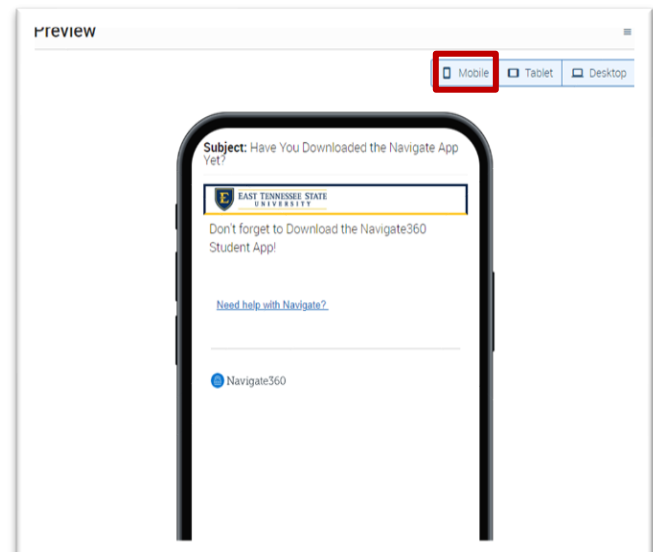
2. Create Email/SMS templates

- Click *Add Template* to start working with a new template
- Create a *Template Name*, *Template Description*, *Template Type* (email or text), a *Subject line*, and a *Message*

- **NOTE:** Marking a *Template is Active* will allow users to select the template when composing email or text messages throughout the Navigate platform
- **NOTE:** Marking *Make Template Public* allows users to see each other's templates. If this box is left unchecked, only the individual who created the content template will be able to select it when composing email or text messages.

A screenshot of the 'Compose Template' form. It has sections for 'General Settings' and 'Template Content'. In 'General Settings', there is a 'Template Name' field with 'Download the Navigate App' entered, a 'Template Description' field, and two checkboxes: 'Template is Active' and 'Make template public', both of which are checked and have red arrows pointing to them. In 'Template Content', there is a 'Template Type' section with 'Email' selected, a 'Subject' field with 'Have You Downloaded the Navigate App Yet?', and a 'Message' field with the text 'Don't forget to Download the Navigate360 Student App!' and a rich text editor toolbar.

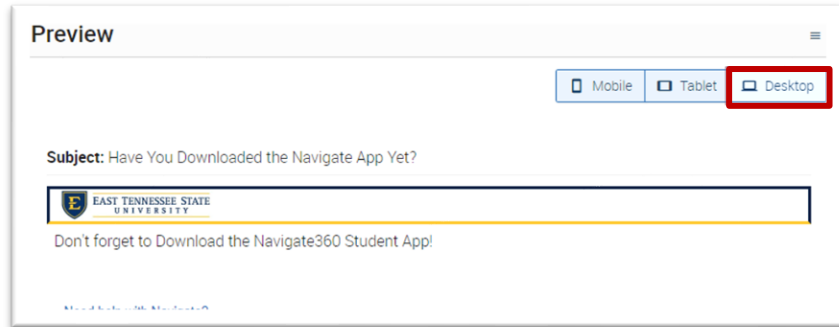
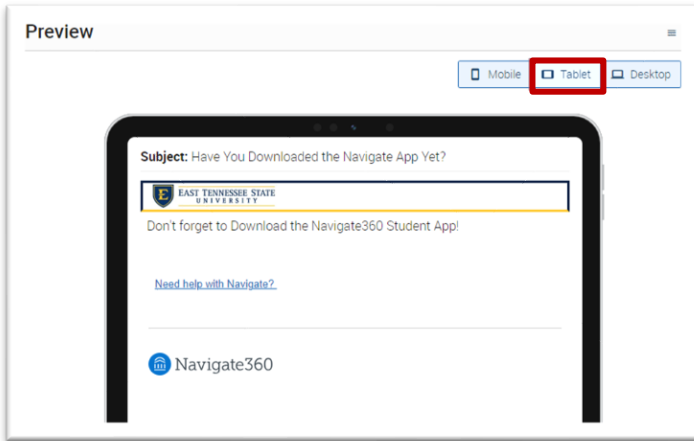
- sEmail templates allow users to add attachments
- Text message templates are limited to 300 characters
- On the right hand of the screen, a preview of the content is generated and can be viewed in the frame of a Mobile device, Tablet, or Desktop



Continue to next page...

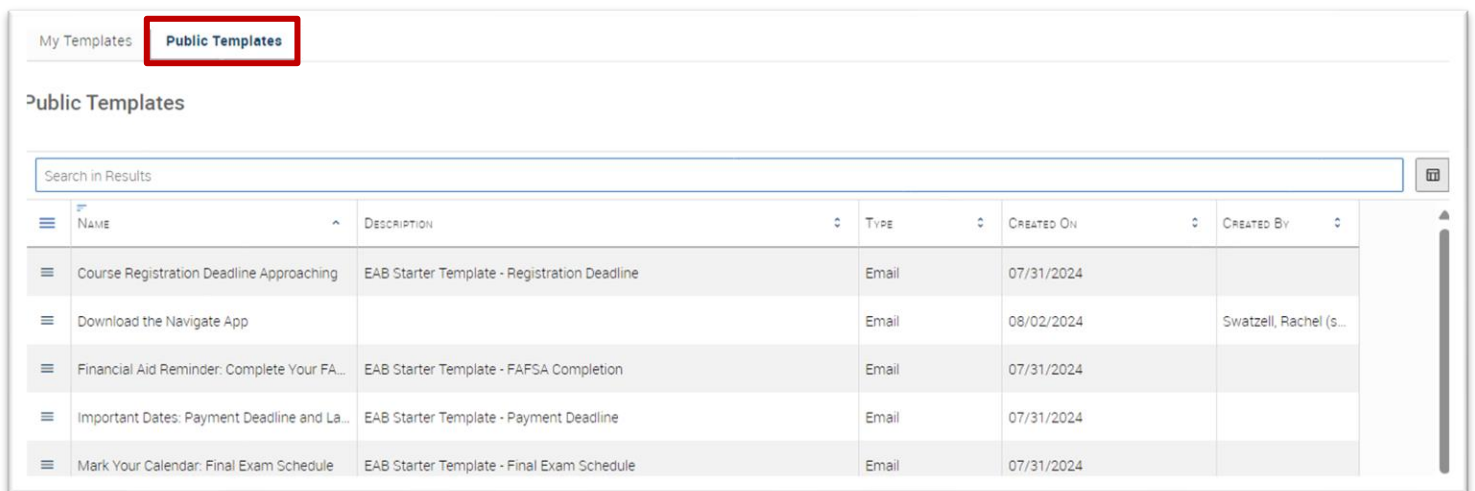
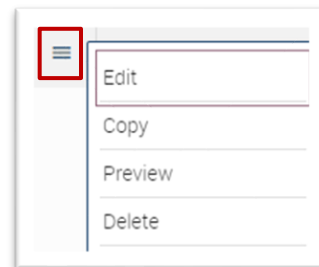
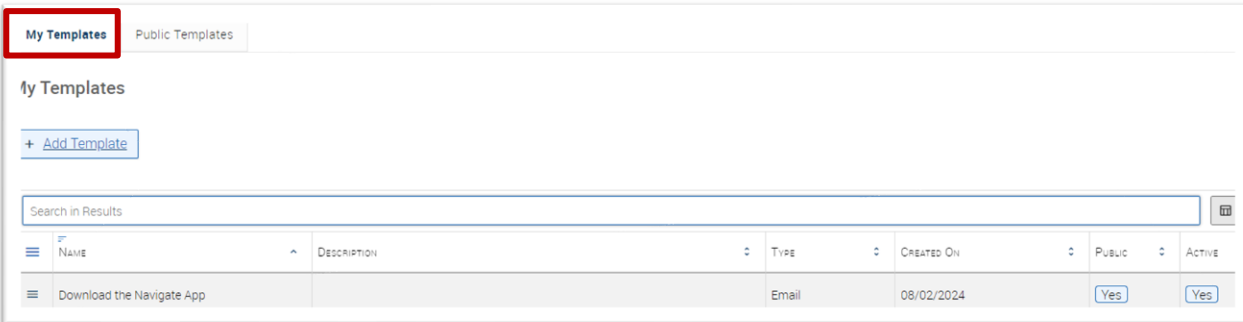
Navigate360: Add Content Templates

Allow users to create a library of reusable templates that can be saved or shared for common frequent communications.



- Click *Save Template*

- **NOTE:** Content will display on the *My Templates* tab. If the template is made public, it will also appear under the *Public Templates* tab. There are also *EAB Starter Templates* available under the *Public Templates* Tab.
- **NOTE:** The hamburger menu allows users to *Edit*, *Copy*, *Preview*, or *Delete* a template



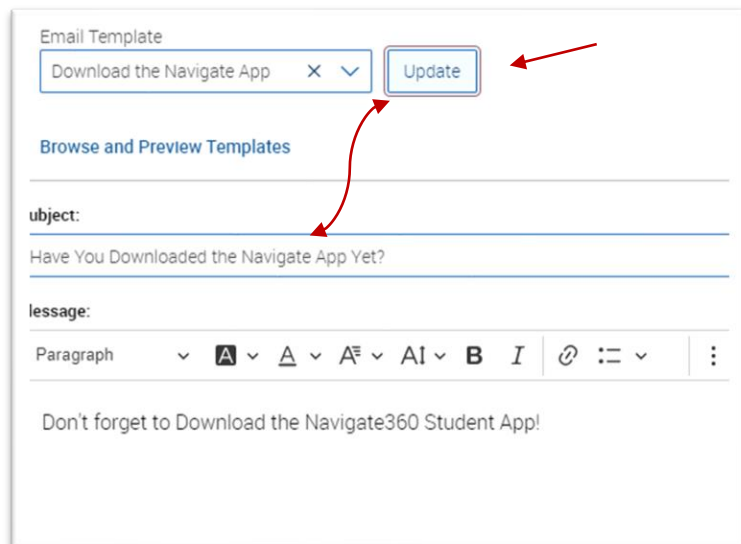
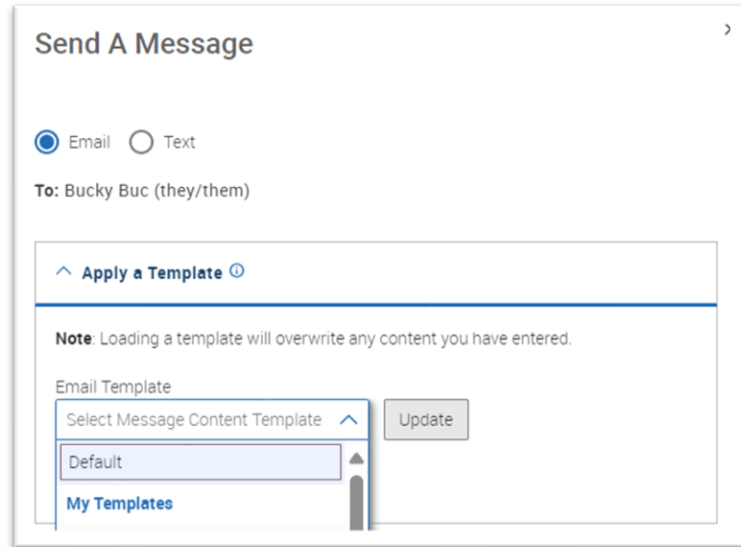
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Navigate360: Add Content Templates

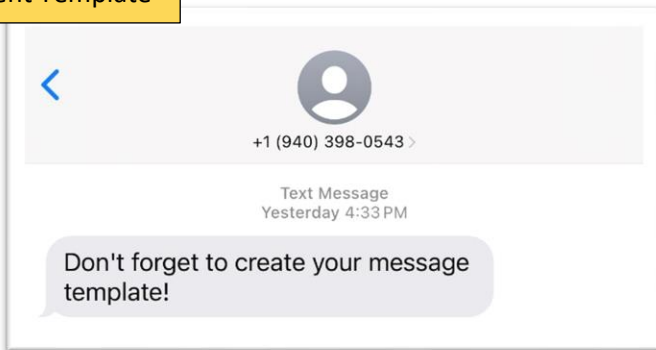
Allow users to create a library of reusable templates that can be saved or shared for common frequent communications.

3. Using templates in the platform

- When selecting *Message Student* or *Send a Message* in the platform, the Send a Message screen appears
- Select the Apply a Template dropdown and search for the saved template you want to use for your message
- After selecting your template, click the *Update* box to apply your template to the message
- Click *Send Message*



Text Preview of Content Template



Email Preview of Content Template

