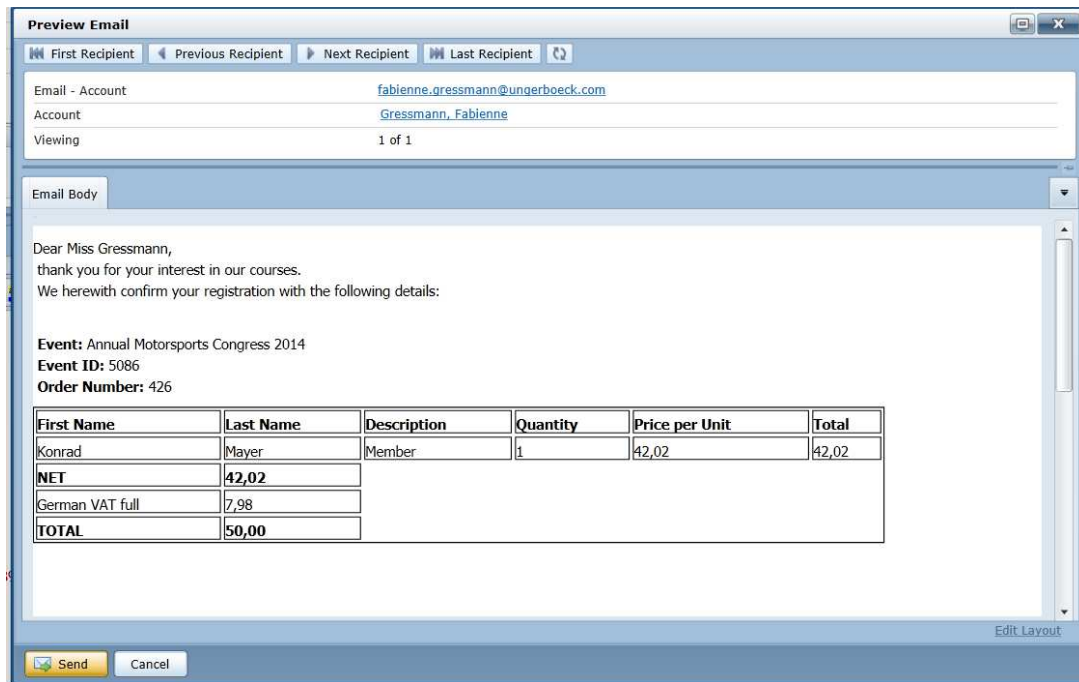


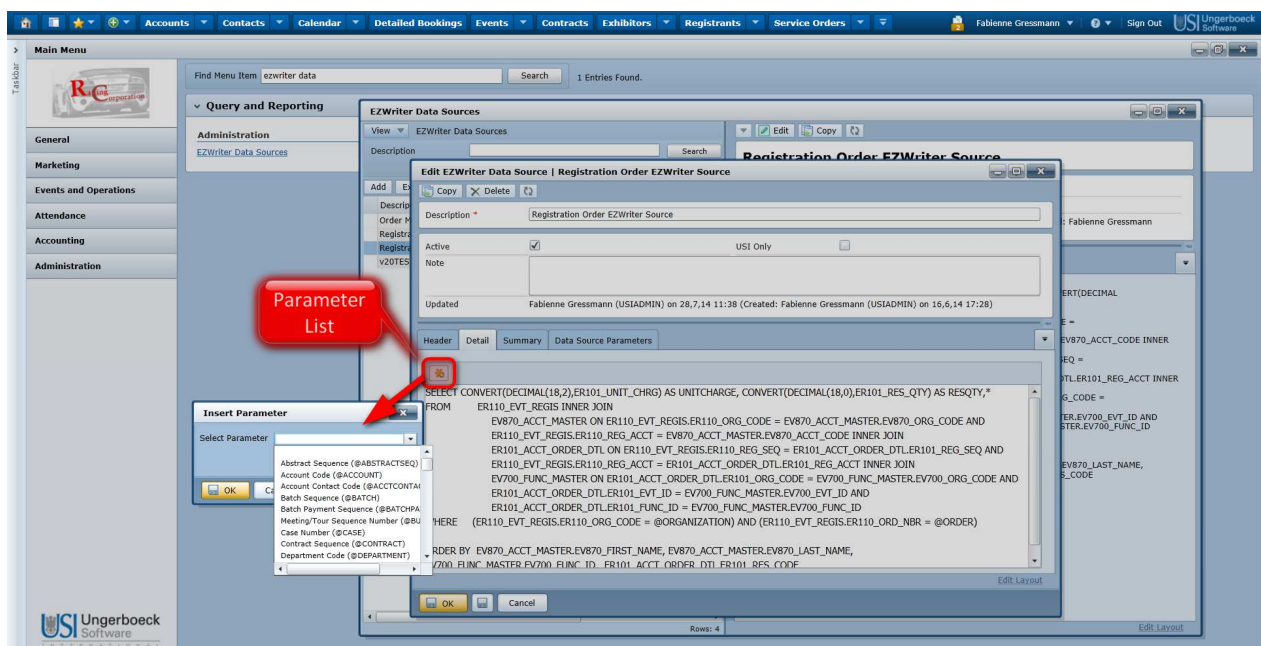
### Content

This documentation is about how to create and use EZWriter Format for Email Templates within v20. Within the following steps a simple EZWriter email with the following details will be created:



### 1. EZWriter Data Source

Similar to v19 first thing you need to do is to create an EZWriter Data Source by using SQL statements and parameters. This window is already available within v20 and provides the same features as in v19:



# EZWriter v20

How to create v20 E-Mail templates using EZWriter Formats - written by Fabienne Gressmann

The screenshot displays the EZWriter v20 software interface. The main window shows the 'EZWriter Data Sources' list with one entry: 'Registration Order EZWriter Source'. A red box highlights the 'Add' button. A secondary window titled 'Registration Order EZWriter Source' is open, showing the source's configuration. A third window, 'Edit EZWriter Data Source | Registration Order EZWriter Source', is also open, showing the 'Data Source Parameters' tab with a table of parameters.

**Registration Order EZWriter Source Configuration:**

Header	Detail	Summary	Data Source Parameters
Active	Yes	USI Only	No
Note	Fabienne Gressmann (USIADMIN) on 28,7,14 11:38 (Created: Fabienne Gressmann (USIADMIN) on 16,6,14 17:28)		

**Data Source Parameters Table:**

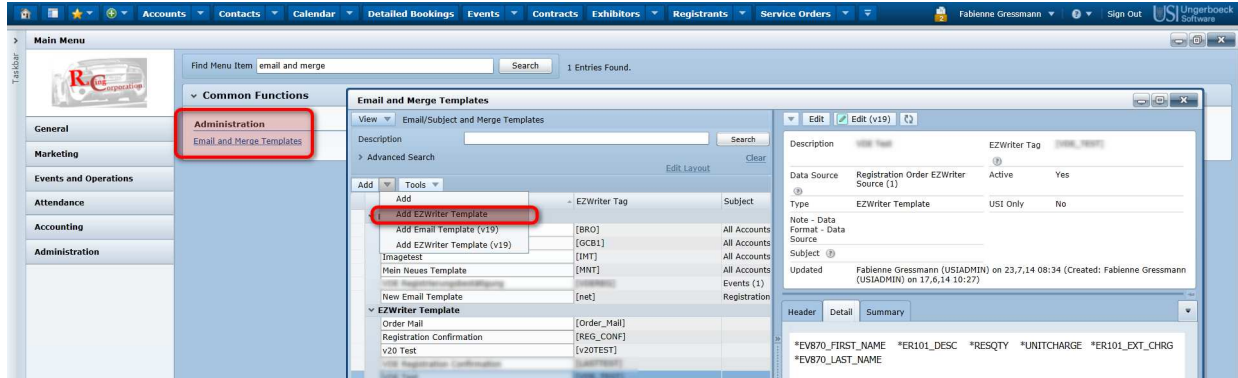
ID	Add Custom Parameter	Note	Allow Multiple Values	Type	Sort Order
@ORGANIZATION	Organization Code	Organization Code	No	String	9999

**SQL Query:**

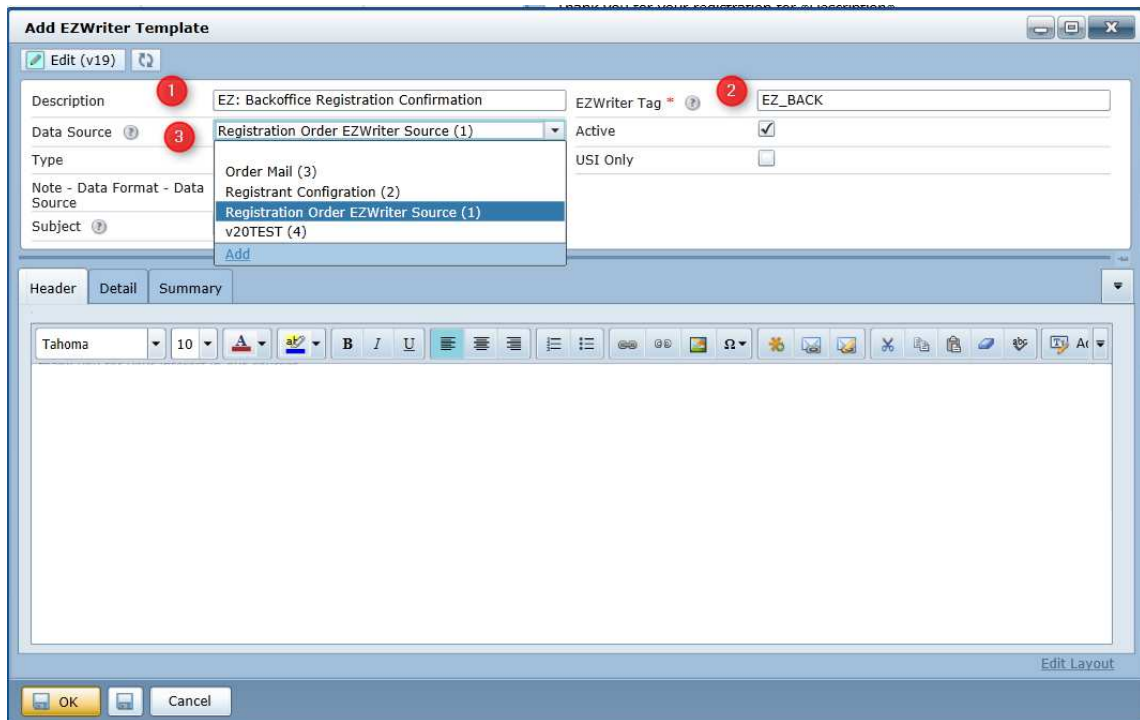
```
SELECT CONVERT(DECIMAL(18,2),ER101_UNIT_CHRG) AS UNITCHARGE, CONVERT(DECIMAL(18,0),ER101_RES_QTY) AS RESQTY,  
FROM ER110_EVT_REGIS INNER JOIN  
EV870_ACCT_MASTER ON ER110_EVT_REGIS.ER110_ORG_CODE =  
EV870_ACCT_MASTER.FUN70_ORG_CODE AND  
ER110_EVT_REGIS.ER110_REG_ACCT = EV870_ACCT_MASTER.EV870_ACCT_CODE INNER  
JOIN  
ER101_ACCT_ORDER_DTL ON ER110_EVT_REGIS.ER110_REG_SEQ =  
ER101_ACCT_ORDER_DTL.ER101_REG_SEQ AND  
ER110_EVT_REGIS.ER110_REG_ACCT = ER101_ACCT_ORDER_DTL.ER101_REG_ACCT INNER  
JOIN  
EV700_FUNC_MASTER ON ER101_ACCT_ORDER_DTL.ER101_ORG_CODE =  
EV700_FUNC_MASTER.EV700_ORG_CODE AND  
ER101_ACCT_ORDER_DTL.ER101_EVT_ID = EV700_FUNC_MASTER.EV700_EVT_ID AND  
ER101_ACCT_ORDER_DTL.ER101_FUNC_ID = EV700_FUNC_MASTER.EV700_FUNC_ID  
WHERE (ER110_EVT_REGIS.ER110_ORG_CODE = @ORGANIZATION) AND  
(ER110_EVT_REGIS.ER110_ORG_NBR = @ORDER)  
ORDER BY EV870_ACCT_MASTER.EV870_FIRST_NAME, EV870_ACCT_MASTER.EV870_LAST_NAME,  
EV700_FUNC_MASTER.EV700_FUNC_ID, ER101_ACCT_ORDER_DTL.ER101_RES_CODE
```

## 2. Create a v20 EZWriter Template

Now search for “Emails and Merge Templates” within the menu and “Add” a new EZWriter Template:



1. Description of your EZWriter Template
2. EZWriter Tag (will link your email to this EZWriter format)
3. Select EZWriter Data Source (created within step 1)

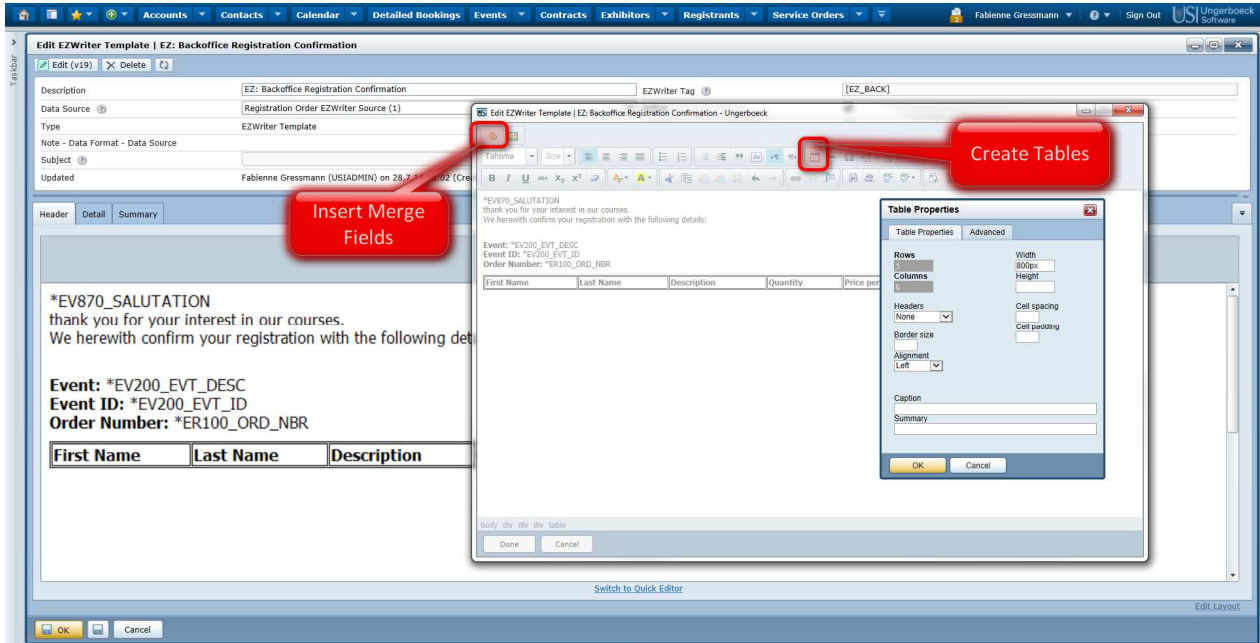


# EZWriter v20

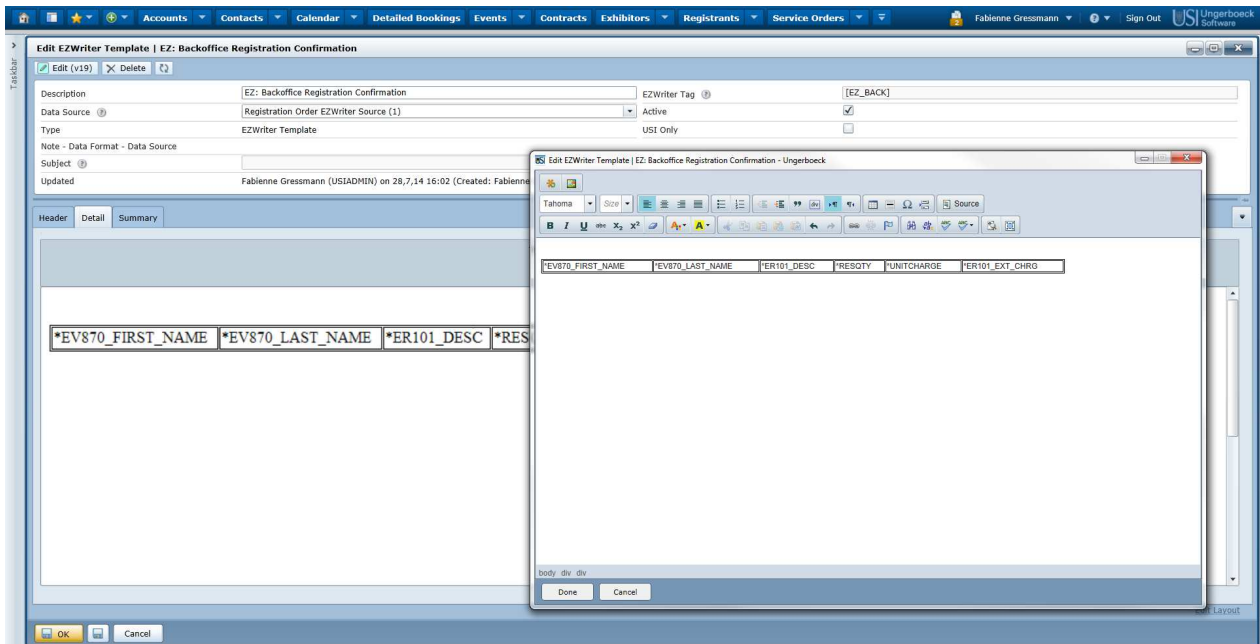
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Now you can start to create your EZWriter Templates by placing text, tables and merge fields (provided by the selected Data Source) within the different areas of your EZWriter Template (Header, Details, Summary). Use the "Advanced Editor" to create Tables.

## Example Header:



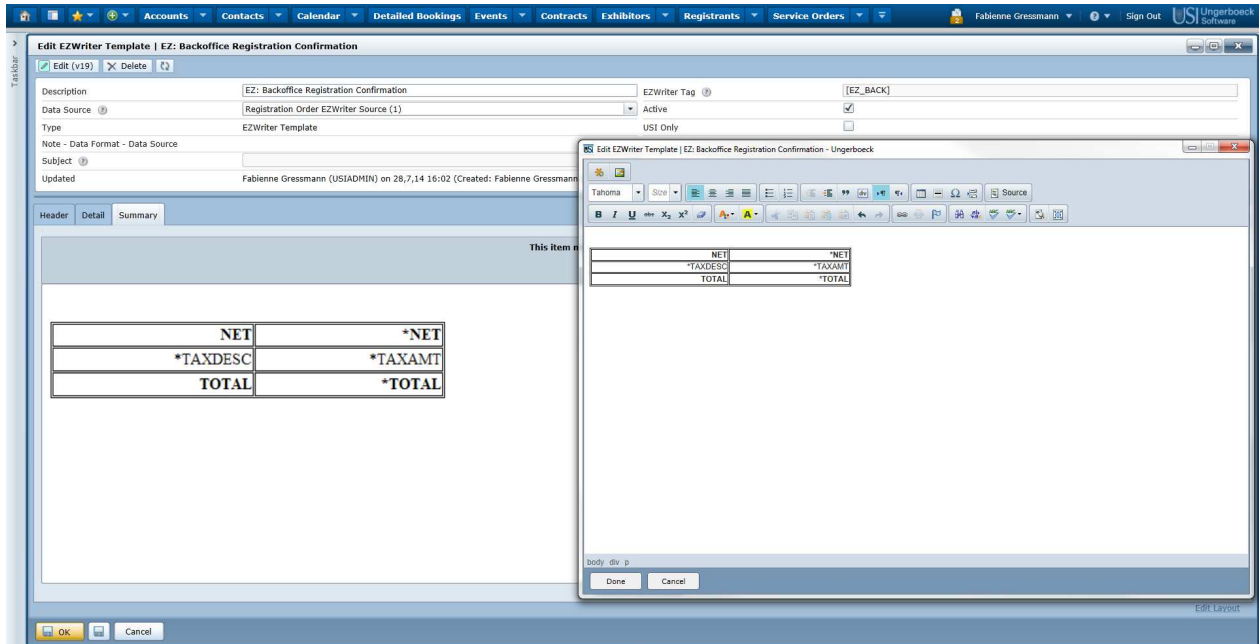
## Example Details:



# EZWriter v20

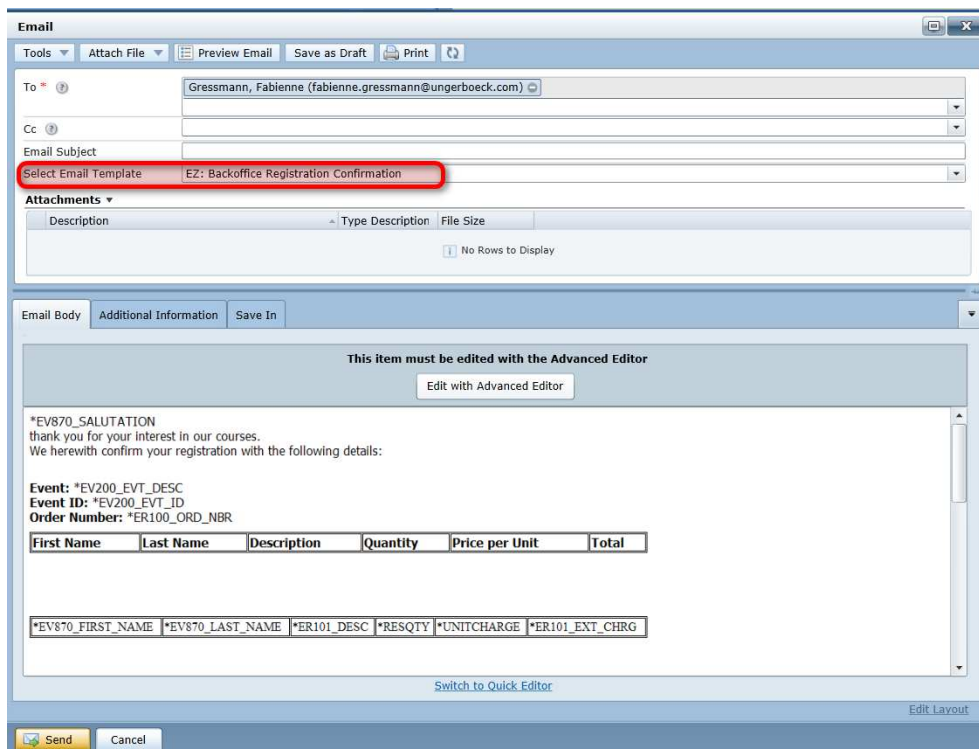
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## Example Summary:



## 3. Use EZWriter Template as Email Template

In general your Template is now ready to use for Emails – just give it a try:

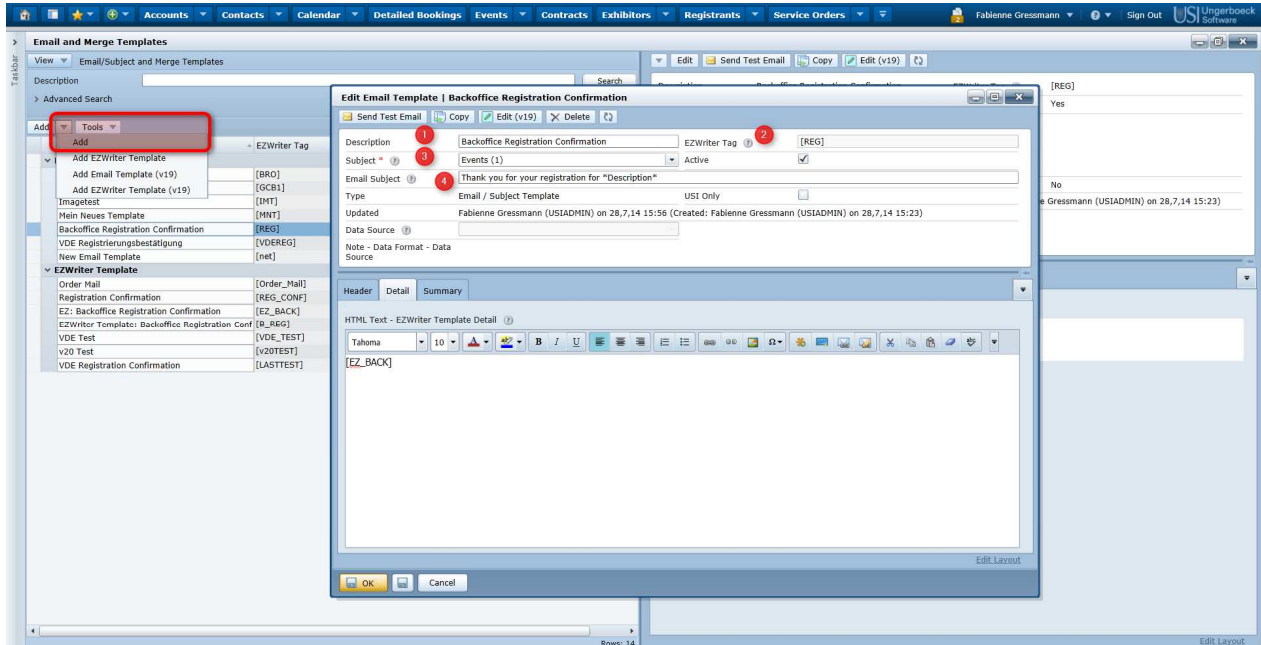


But this is not the best way to use EZ Writer Templates for Emails as:

- your users may destroy EZ-Writer tags by editing the email
- You are not able to predefine an email topic

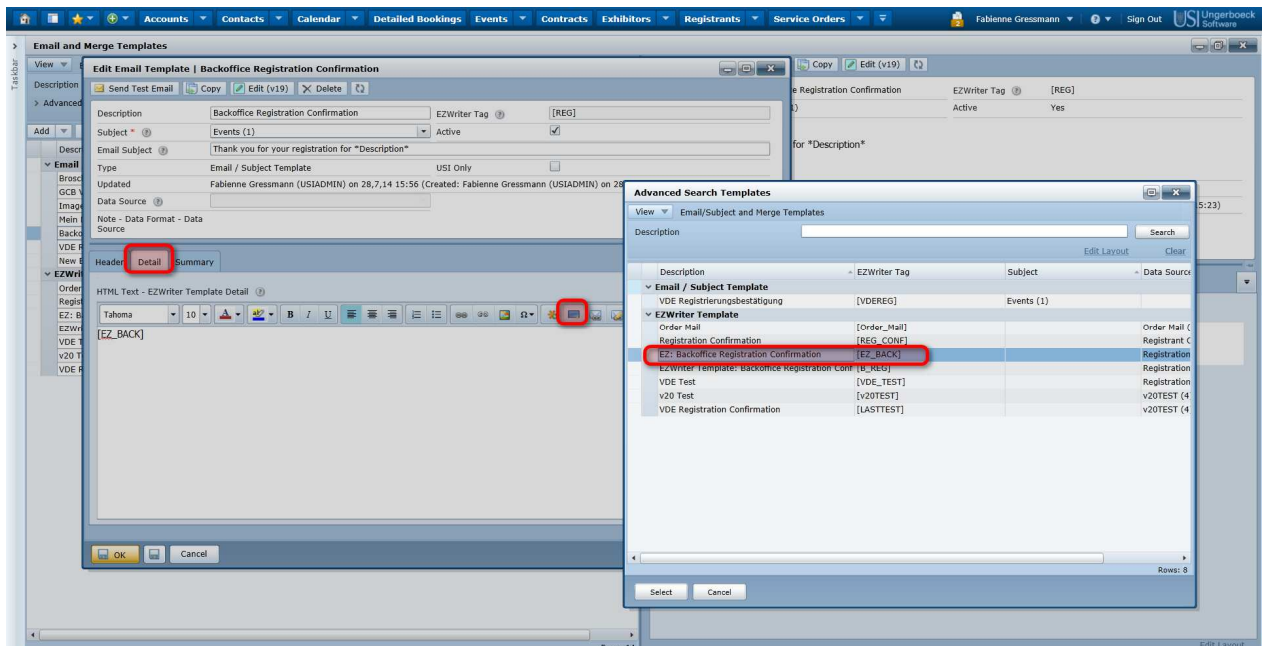
### 4. Use EZWriter to create Email-Templates

The best way to create EZWriter templates (in the understanding of v19) is to insert the EZWriter Template tag in an email template. Therefore again click on “Add” within “Email and Merge Templates” to create a “simple” email template:



1. Description of your E-Mail Template
2. NEW EZWriter Tag (this is only a unique code your template will be saved with)
3. Select a subject to use standard USI merge fields (e.g. for your email subject)
4. Create email subject

Now go to the Details and instead of insert merge fields select the icon for “insert template”:

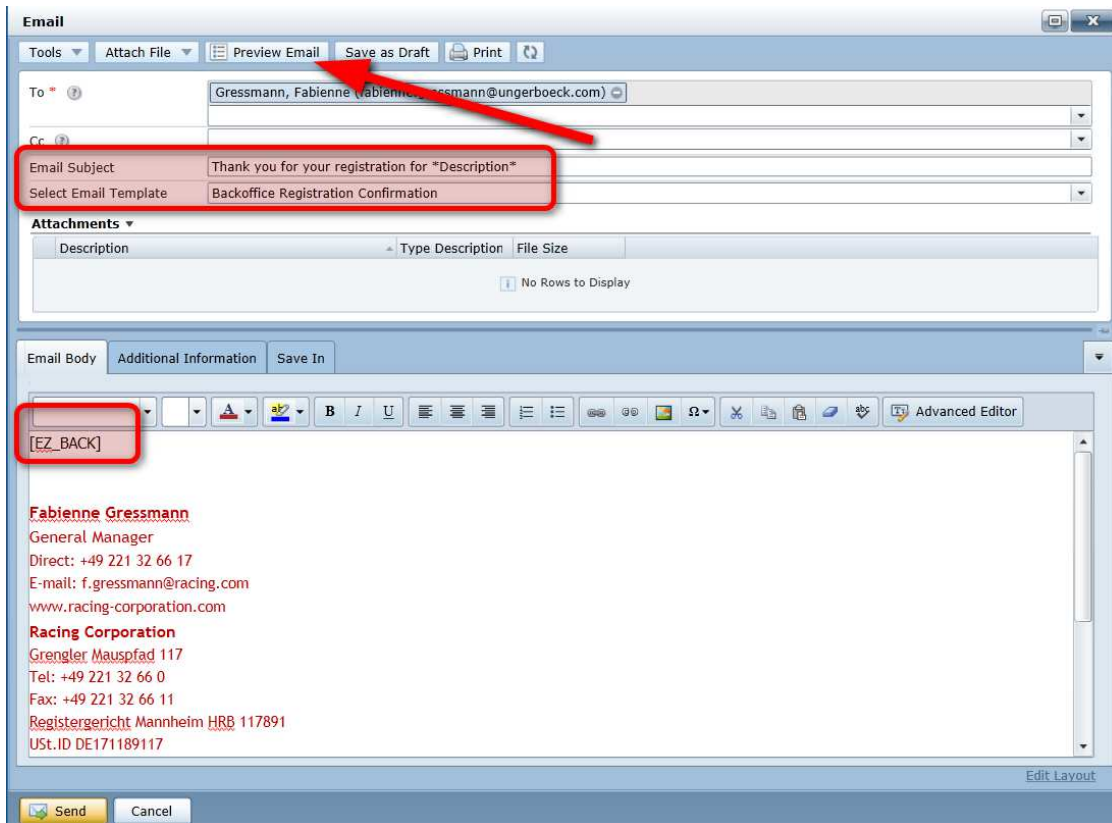


# EZWriter v20

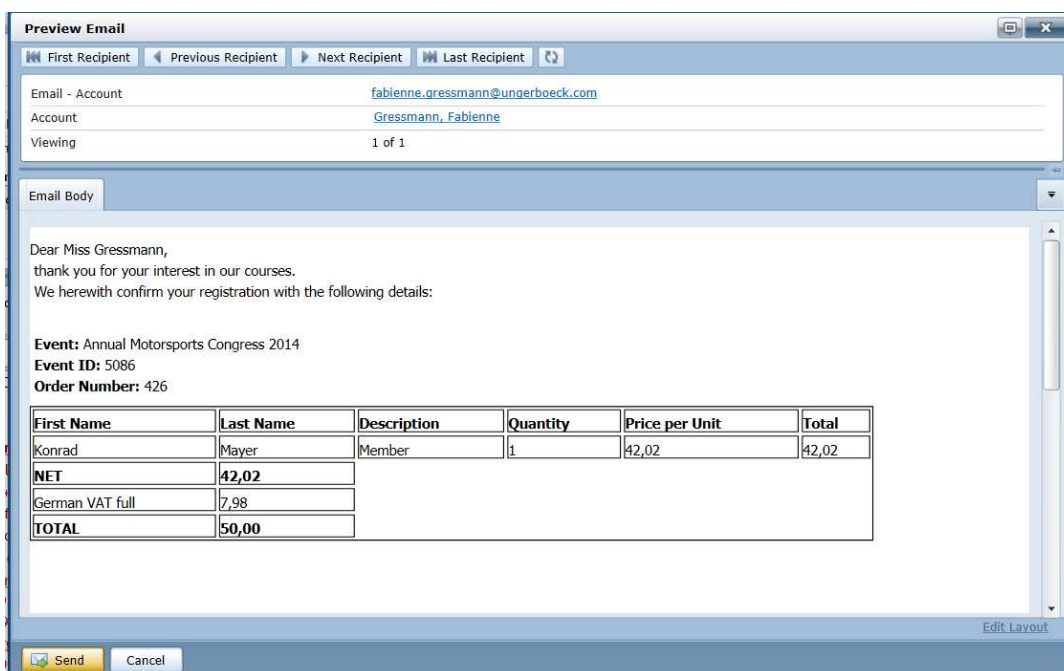
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You can also place some additional text within Header + Summary which allows you to create multiple Email templates using the same EZWriter Template.

Within the send-email window you can now select the email template which will only display the EZ Writer tag (+ probably additional text).



Click on preview to see the whole email:



You are done! 😊