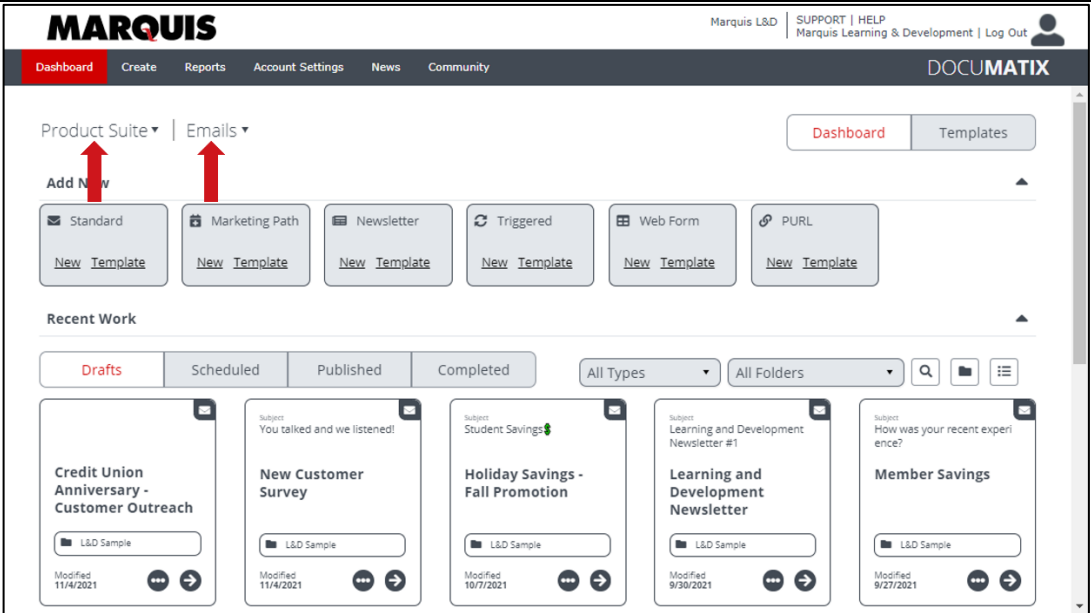
















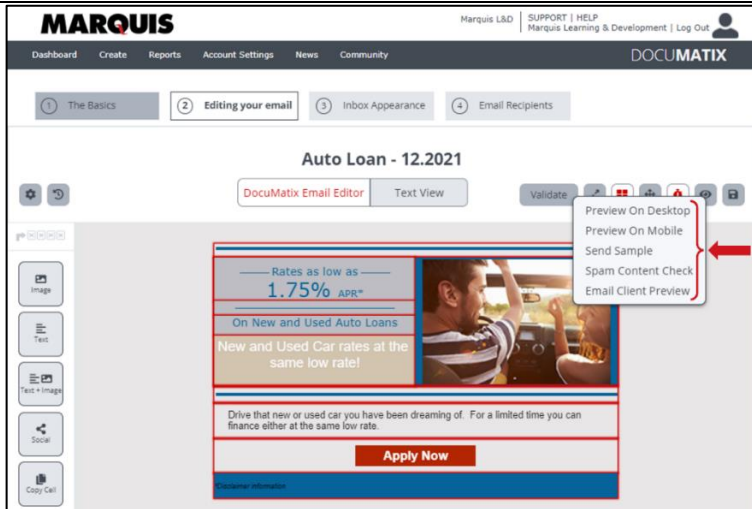


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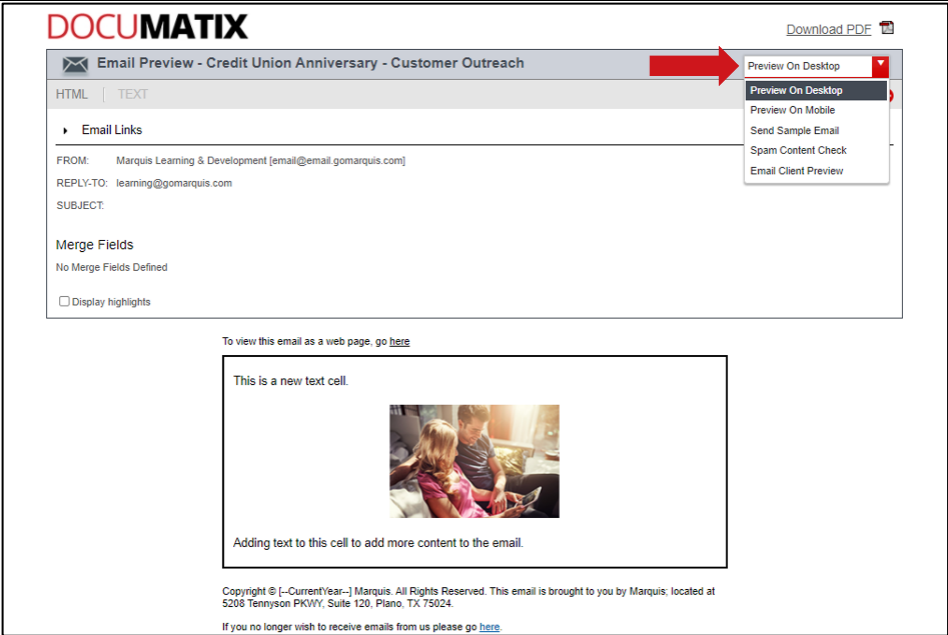


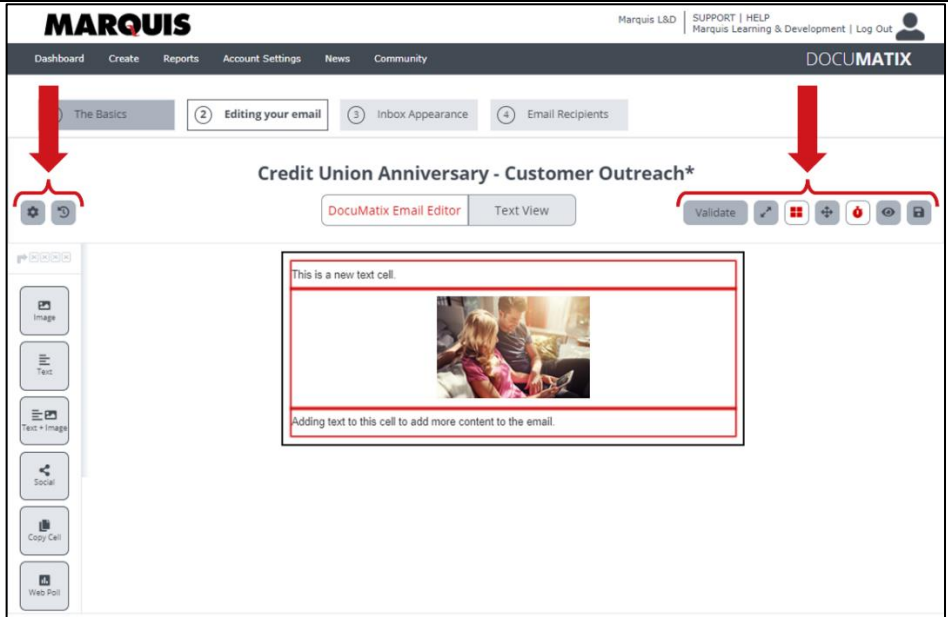
DMX331	Building a Triggered Email from Scratch
	Use this step-by-step process to create a new Triggered Email without using a template or layout.
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Select the Product Suite product and the Emails module
	
Step 3	Under the Add New section, click New on the Triggered card.
Step 4	Complete the The Basics page
	Note: Anything in <i>italics</i> is an optional field as noted below. Some of the fields will auto populate from Account Settings.
	<ul style="list-style-type: none"> Name Description (optional) Store your email in a folder Layout Mode
	Note: Mobile Layout Mode is for a single column email making it easier to view on a mobile device and Desktop Layout Mode allows for multi-column emails for viewing on a computer.
Step 5	Click Continue to advance to the Editing your email page
Step 6	Select the desired email element, and "Click, Drag, and Drop" the corresponding icon into the body of the email being created
	<ul style="list-style-type: none">  Image
	<ul style="list-style-type: none">  Text
	<ul style="list-style-type: none">  Text + Image
	Note: When utilizing an IMAGE within the email, the Alt Text will need to contain text that describes what the image represents as it is used when emails are viewed through a viewing impaired app.

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	<ul style="list-style-type: none">  Social
	<ul style="list-style-type: none">  Copy Cell
	<ul style="list-style-type: none">  Web Poll
	<ul style="list-style-type: none">  Submit Button
	<ul style="list-style-type: none">  Video
	<ul style="list-style-type: none">  Divider
Step 7	Click and adjust email parameters as needed
	<ul style="list-style-type: none">  Toggle Gridlines
	<ul style="list-style-type: none">  Toggle Resize
	<ul style="list-style-type: none">  Settings
Step 8	Hover over each cell to Edit, Move, or Delete
	<ul style="list-style-type: none">  Edit
	<ul style="list-style-type: none">  Move
	<ul style="list-style-type: none">  Delete
Step 9	To Preview, click the Preview icon 
Step 10	Select from the following options: <ul style="list-style-type: none"> Preview On Desktop Preview On Mobile Send Sample Spam Content Check Email Client Preview
	

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Note: The preview opens in a new browser window. From that window, you can toggle between preview options. Click on the preferred testing Method. The test email will appear in a new browser tab.

	
Step 11	<p>If a misstep was made and the changes need to be reset, return to the original browser tab, and click on the History button </p>
11.1	Hover over the versions in Email History
11.2	Click View for each email
11.3	Once the desired version is found, click Revert
Step 12	<p>The system autosaves every minute, but we recommend clicking on Save  on the right side of the menu bar</p>
	

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Note: Clicking the **Validate** button is optional, but recommended before proceeding, as this will save time when the email is scheduled for launch. Clicking Validate will identify any missing pieces (e.g., required alt text) or invalid links. If this step is skipped now, validation will happen automatically when the email is scheduled for launch.

Step 13 Click the **Inbox Appearance** in the top center of the page.

Step 14 Complete the **Inbox Appearance** page

- Email Subject, if needed **Use Merge Fields** and **Use Emoji**
- Preview Text, if needed **Use Merge Fields**
- From
- Reply-to Address

Step 15 Click **Save**

Step 16 Click **Dashboard** from the main menu

Step 17 Once the email is complete, it must be published in order to be delivered

17.1

Click the **Options** icon



17.2

Select **Publish** from the menu