

Template Settings

Email Templates

The screenshot shows the 'Admin Settings' page with the 'Templates' sub-tab selected. There are two template configuration panels side-by-side. The left panel is titled 'Existing Customer Notification' and contains a text area with the following content: 'Gateway: Usable IPs: xxx.xxx.xxx.xxx - xxx.xxx.xxx.xxx', 'Netmask: 255.255.255.xxx', 'These IPs are active and ready for your use.', 'Please contact our Hostmaster Team via if you wish to set up reverse DNS information for these new addresses.', and 'Thank you, IP Analyst'. The right panel is titled 'New Customer Notification' and contains a text area with the following content: 'Our Provisioning Department will be in touch with the specific information 5 days prior to your turn-up on the Network Information Sheet. If you are not certain of that date, please contact your Account Executive.' and 'Thank you, IP Analyst'. Both panels have a 'Save Changes' button at the bottom right.

Email Templates are accessed by clicking the "Templates" sub-tab at the top of the Admin Settings page, and is where you can edit outgoing email templates for IP block assignments.

Two templates are available: An "Existing Customer Notification", and a "New Customer Notification".

- Email Templates
 - Edit a Template
 - Use a Template

Edit a Template

To edit a template, click inside the text area box, make the desired changes, then click the "Save Changes" button.

This screenshot shows the 'Existing Customer Notification' template editor. The text area contains the same content as the previous screenshot, but with some modifications: 'IP Analyst' has been changed to 'IP Analyst 1', and the word 'Test' has been added at the bottom of the text area. A red arrow points to the word 'Test'. The 'Save Changes' button at the bottom right is circled in red.

A success message will appear to confirm that your changes have saved.

Existing Customer Notification

Gateway:
Usable IPs: xxx.xxx.xxx.xxx - xxx.xxx.xxx.xxx
Netmask: 255.255.255.xxx

These IPs are active and ready for your use.

Please contact our Hostmaster Team via
if you wish to set up reverse DNS
information for these new addresses.

Thank you,
IP Analyst 1

Test

Save Changes

Setting saved successfully !

Use a Template

Templates are accessible when selecting the "Email" option from the action menu in either IPAM Manage or the IPAM Gadget, when a contact is associated with the resource.

Select "Email" from the action menu for an assigned block.

IPAMv2

Direct assign

Smart assign

IP Blocks

filter +

Search...

Q

IP Address	IP Mask	IP Host Count	IP ASN	IP LIR	IP VLAN	IP Region	IP Tags	IP Notes	IP Updated
0.0.0.16/28	28	16	-	-	-	SJC	QA	-	
8.7.6.0/24	24	256	-	-	QA Test 1	Boston, MA	QA	-	
9.7.6.0/24	24	256	-	-	-	London, UK		-	
16.10.10.0/30	30	4	-	-	2	Chicago MDW	Cable,Customer,PTP	QA3	
2001:433::3/128	128	1	8038	-	1	Chicago, IL	QA	testnote	

Displaying 1 to 5 of 5 blocks

Edit

Split

Merge

Assign

Move

Unassign

Unassign, Skip Hold

RIR Integration

IP Rules

Logs

Email

Templates

The Email page will open. It will automatically be addressed to the resource's associated contact. Next to "Template", select which template to use, and the email will populate with the selected template text.

Email

Compose

Template:

✓ Select a template...

New Customer

Existing Customer

To:

Subject:

From:

Send E-mail

Edit the template text as desired for the specific email, and when done, click "Send E-mail".