

5.2.1.1 Set Centralized Signature

The Centralized Signature makes it possible to set a default signature, identical for all crm users, with the same graphic layout and characteristics. Go to SETTINGS > OTHER SETTINGS > COMPANY DETAILS and scroll down to the bottom of the page to find the "Signature" options.

Settings > Company Details
Specify the business address of your company

Company Details Edit

Company Name	VTENEXT
Company Logo	
Address	12 W. Coyote
City	San Antonio
State	Texas
Postal Code	78201
Country	U.S.A.
Phone	(210) 280-0000
Fax	(210) 280-0001
Website	www.acme.inc
VAT Registration Number	1234567890
Rea	
Social Capital	
Bank Details	
Messages signature	<div><div>\$Users first_name\$Users last_name\$</div><div>\$Users roleid\$</div></div>

Company Details Page with the options for Signature in messages

Clicking on the EDIT button at the top right makes it possible to configure the centralized signature, using all the variables provided. The variables refer to user details and various custom input fields, e.g. for input of the current date.

Messages signature

Font Size **B** **I** U **S** **A** **A**                                    