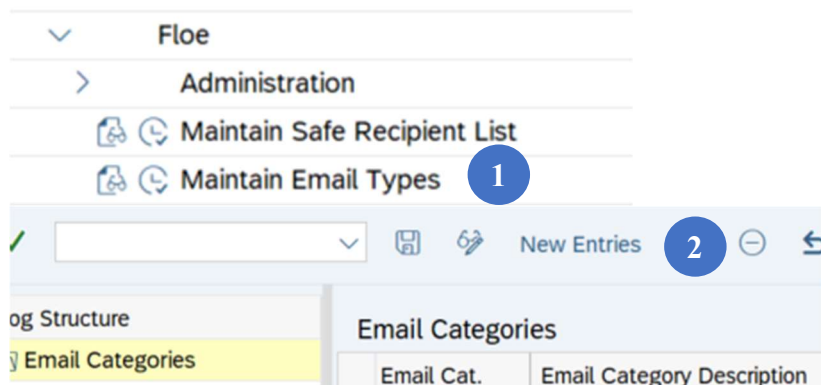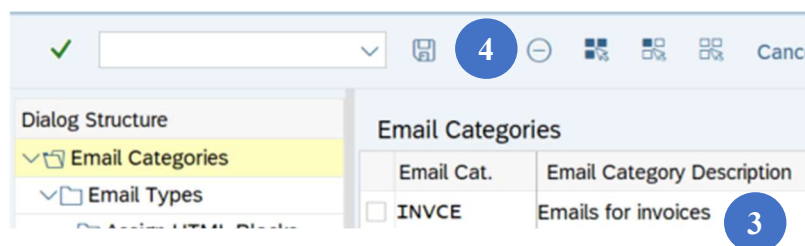# How to Create a Floe E-Mail

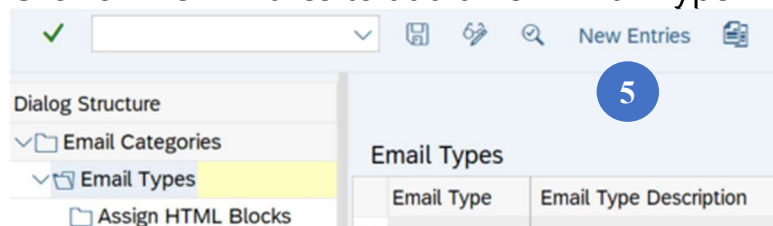## *Define a new E-mail type*

Navigate to SPRO> IMG > Cross-Applications > General Application Functions > Floe > Maintain Email Types. Select 'New Entries'

Add an Email Category and Description and select Save. Select an appropriate Customizing request.
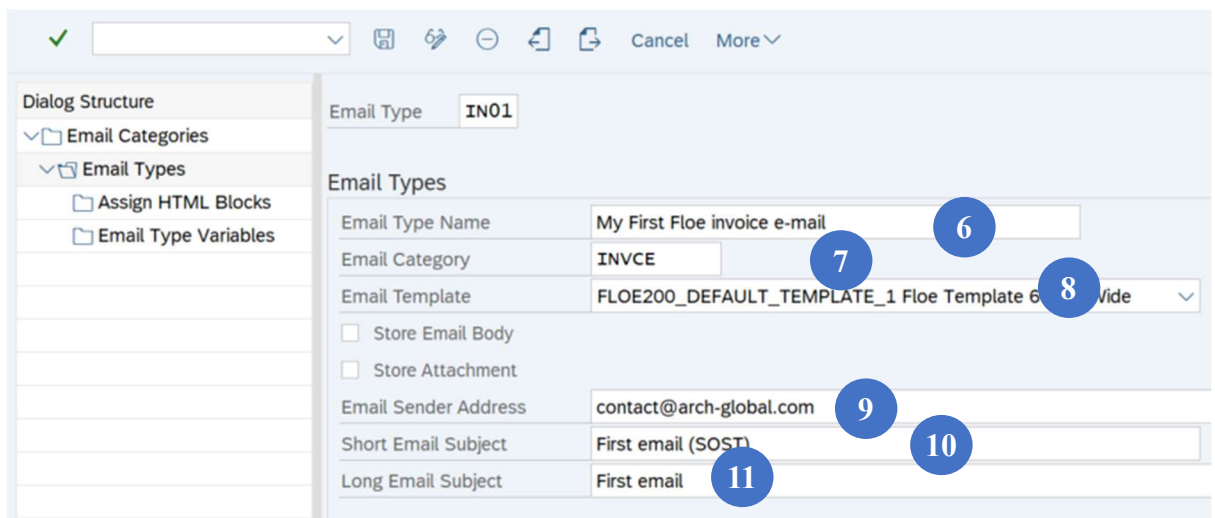

Click on New Entries to add a new Email Type

Add an email type name, category, sender address and subject fields, Short Email Subject (SOST), Long Email Subject (text for the generated e-mail) and an e-mail address to be used as the sender email.

Leave PDF and SMS Settings untouched as they are not required for this first email.

Save and Exit.

Generate E-mail user-exits

Click on Maintain Email Type User-Exists menu item.
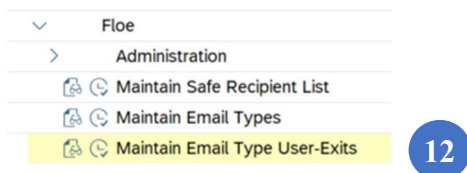
Select the Email Category. Right-click on the Email Type and select Generate Use-Exits to add your own business logic. Select the package and Save.

Confirm all user-exits are generated.

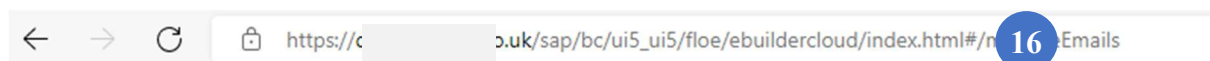## *Update the e-mail recipient list*

Add any test email recipients email address (for DEV or QA) to the Safe Recipient List/table. Click Save.

Using the https link created during installation, launch the Floe Designer.

Select the Email Type created in SAP
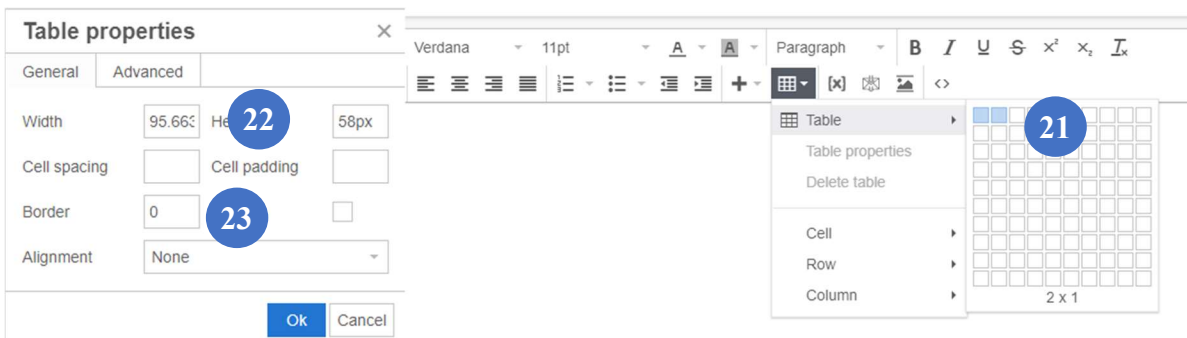

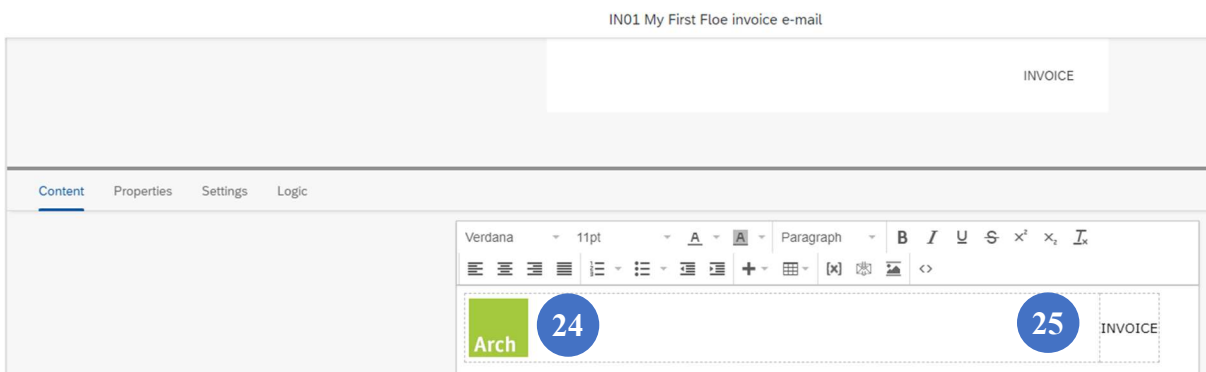Click ok to confirm the Template and Language

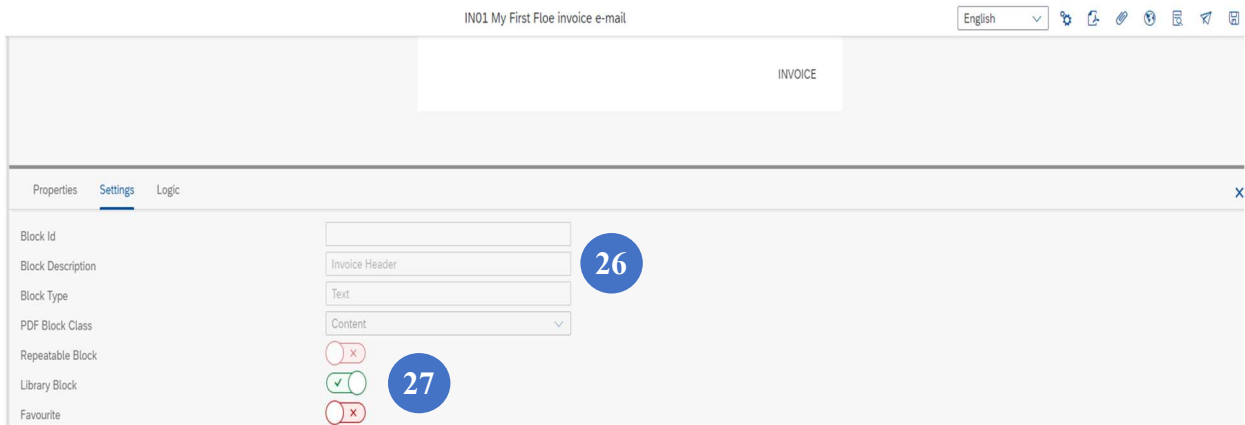## Drag a Text block and drop it on the Drop new content here
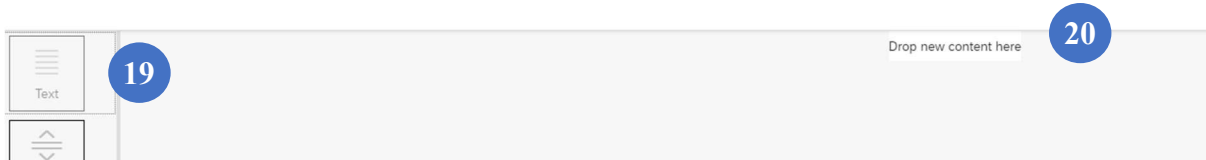
Add a table with two columns. Select Table properties and set the width at 100% and table borders at 0 (width)

Paste a logo into the left column and add the text 'Invoice' into the right.
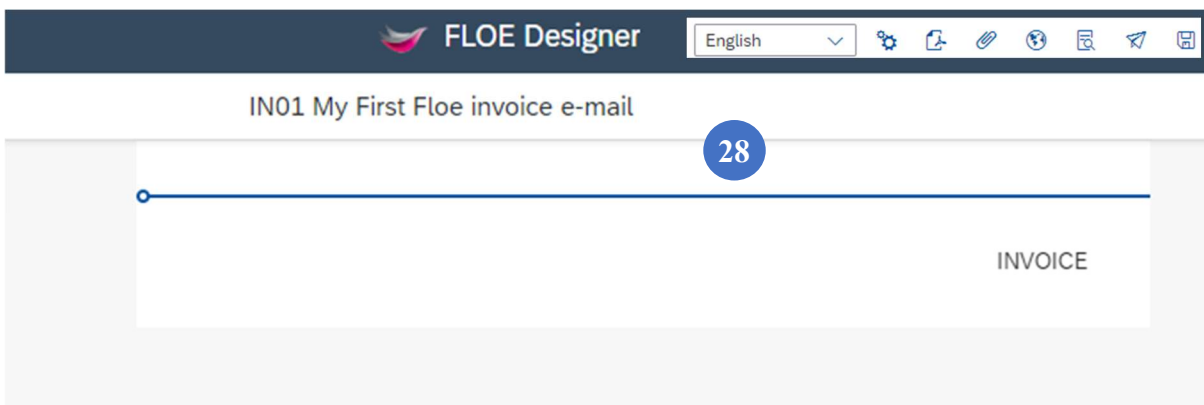
Select Settings and add a Block Description and Toggle Library Block on.

Save

Drag a Text block to the Floe email name and drop it on the blue line.

Copy and Paste the text below into the Content block

Thank you!

Dear &CONTACT_NAME&,

Please find all the details below for invoice &BELNR&.

Thank you for your continued custom.

If you have any questions please contact us at accounts@thecompany.net
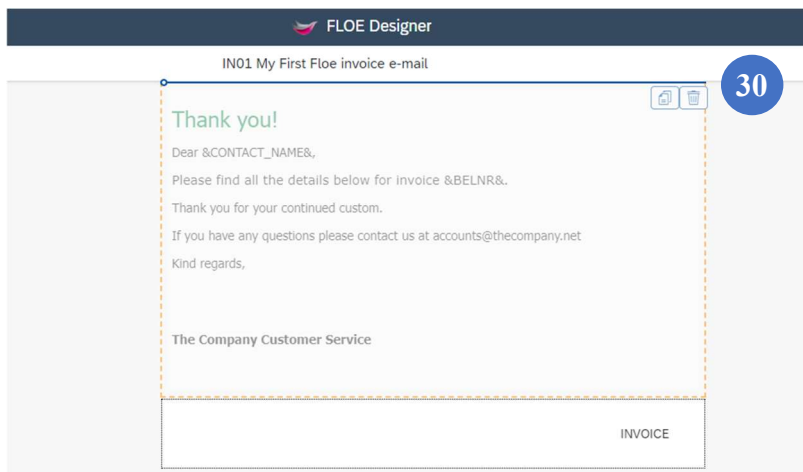
Kind regards,

The Company Customer Service
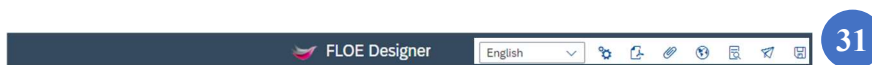
Click on Save

Hover over a block. Drag the block up or down to reorder and release on the blue line.

Save the changes

Select Test Trigger

Click on Variables 32

Click on auto-fill from content

Add test values for CONTACT_NAME (Jamie) and BELNR (1234)

Click Preview **35**