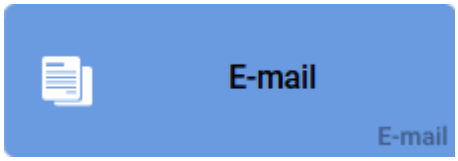
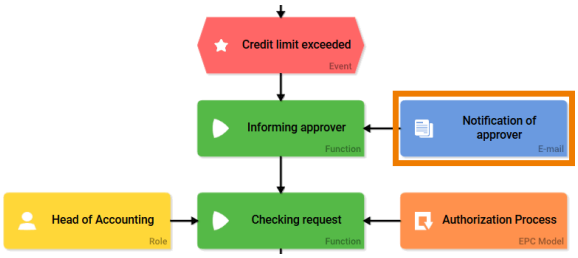
E-Mail

The E-Mail Element

Element	
Function	The EPC element E-mail is a preconfigured worker, which enables the **server based dispatch** of e-mails. In contrast to the *mailto* command no mail program must be available on the user's end device for this. A double click on the element opens an editor, in which the e-mail text can be formatted and saved.
Connection	Predecessor: none Successor: **Function**
Example	In the ACME Procurement process the Head of Accounting has to check the request, if the order exceeds the credit limit. As soon as a new subject to approval request is presented (the event Credit limit exceeded has occured), the corresponding e-mail Notification of approver is sent to inform the approver that he has to act. 

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Related Pages:

- Dispatch of E-Mail Attachments

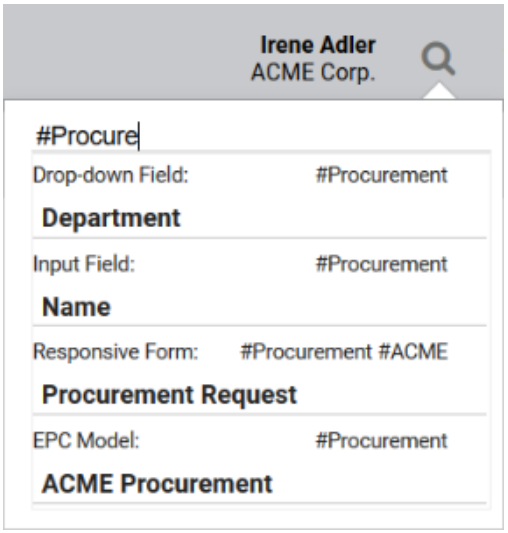
Related Documentation:

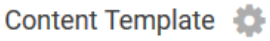
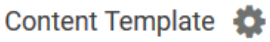
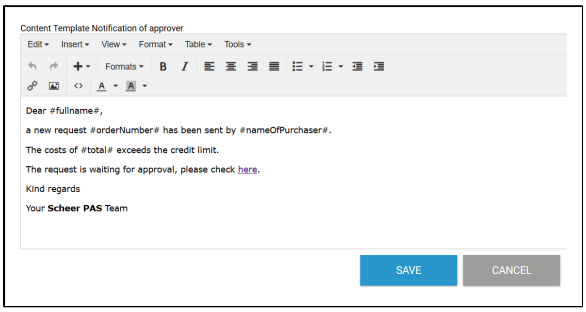
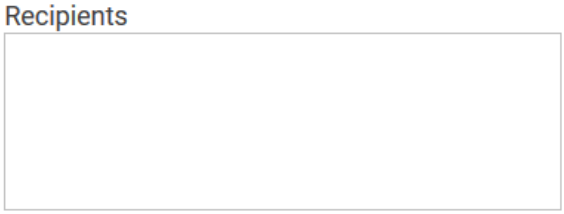
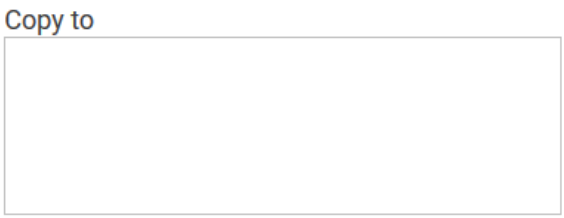
- BPaaS Entwicklerhandbuch (German)
  - E-Mail Worker

Configuration Options

Use the **Edit Sidebar** to make changes to the element.

Name E-mail	**Name** Name of the element within modeling.
ID rp02727f33-b7cf-40ef-886e-b4da441295ff	**ID ( )** The read-only field contains the model ID of the element. Designers ca example in the search to link the element in other models.

Description	**Description** A commentary field for the modeler. Its content is invisible to users and internal documentation.
Hashtags	**Hashtags** Possibility to insert your own key terms . The leading hashtag sign # **(h** inserted automatically. Use the spacebar to insert multiple hashtags: Hashtags #Procurement #ACME One hashtag may be issued for multiple elements: 
Subject	**Subject** Definition of the subject line to be displayed in the e-mail. Here you ma value or a placeholder (framed by #), which will be replaced by a value during dispatch. **Example:** Subject Order #OrderNumber# has been sent

Empty:  **Containing Content:**  	**Content Template** Click on the gear wheel to open a text editor (BPaaS 17.3). Here you c content for your e-mail. Placeholder (framed by #) will be replaced with container during dispatch. The color of the gear wheel shows, whether an element is empty (light has already been saved (dark grey). **Example:** 
 	Date Format If your content template contains a date from the instance, you can ada here. An overview of available placeholders and fill characters can be f Format Specification.
 	Choose Executing User as Sender Activate this option if the current user shall be used as the sender of th generated mail.
 	**Recipient** The e-mail recipients need to be specified in a list. Multiple recipients c each entry has to be separated by comma or line break in the input fiel **Example:** Starting with BPaaS 17.3it is also possible to send e-mails to a role in t users owning this role will then receive the e-mail. Enter the role as a p by #; the technical name of the role must be used) in the **Recipient** fiel
 	**Copy to** Recipients to receive this mail in copy (CC) can be listed here. Multiple separated by comma or line breaks. **Example:** Starting with BPaaS 17.3it is also possible to send e-mails to the next r All users owning this role will the receive the mail. Enter the role as a p by #; the technical name of the role must be used) in the **Copy to** field.

Attachments	**Attachments** Use this field to define e-mail attachments. The files will be attached to dispatch. Use a placeholder (framed by #) or the notation **value;filena** attachment. A modeler may use various options to define attachments for e further information and step-by-step instructions visit page Dis Attachments.
Mandatory	**Mandatory** Choosing this option makes executing the worker mandatory.

Developer Options

Developer-Options	Open the **Developer Options** menu to use functions for advanced PAS design users.

Oftentimes in projects the requirement exists to determine the recipient lists or e-mail content dynamically. The following elements are available to users with programming background (JavaScript):

The color of the gear wheel shows, whether an element is empty (light grey) or if content has already been saved (dark grey).

Function: Determine Recipients	**Function: Determine Recipients** Click on the gear wheel to open the editor. Here you may save the code to identify the recipients, for example in a separate system.
Function: Determine Recipients for Copy to	**Function: Determine Recipients for Copy to** Click on the gear wheel to open the editor. Enter the coding to define the recipients in copy, for example to determine representatives.
Function: Determine E-mail Content	**Function: Determine E-mail Content** Click on the gear wheel to open the editor. Save your code to determine all e-mail content here.

Function: Determine attachments	**Function: Determine attachments** Click on the gear wheel to open the editor. Enter your coding to identify e-mail attachments here.

Date Format Specification

In two elements design users can specify the output of a date format:

- In the EPC element E-Mail.
- In the form field Date Picker.

The two elements do not use the same placeholders for the date format.

EPC Element E-Mail

The following place holders may be used to specify the date format in the EPC element **E-Mail**:

Date Format	Place Holder	Display	Date Format Input	Display in Date Field (example date 01.02.2019)
Year	yy yyyy	two-digit year figure four-digit year figure	dd.mm.y dd.mm.yyyy	01.02.19 01.02.2019
Month	m mm mmm mmmm	month digit without leading 0 month digit with leading 0 month abreviated month written-out	d.m.yyyy dd.mm.yyyy dd. mmm. yyyy d. mmmm yyyy	1.2.2019 01.02.2019 01. Feb. 2019 01. February 2019
Day	d dd ddd dddd	day digit without leading 0 day digit with leading 0 week day abreviated week day written-out	d.mm.yyyy dd. mmmm yyyy ddd dd.mm.yyyy dddd, dd. mmmm yyyy	1.02.2019 01. February 2019 Mon 01.02.2019 Monday, 01. February 2019

Form Field Date Picker

Date Format	Place Holder	Display	Date Format Input	Display in Date Field (example date 01.02.2019)
Year	yy yyyy	four-digit year figure	dd.mm.yy dd.mm.yyyy	01.02.2019 01.02.2019
Month	m mm M MM	month digit without leading 0 month digit with leading 0 month abreviated month written-out	d.m.yy dd.mm.yy dd. M. yyyy d. MM yyyy	1.1.2019 01.02.2019 01. Feb. 2019 1. February 2019
Day	d dd D DD	day digit without leading 0 day digit with leading 0 week day abreviated week day written-out	d.mm.yy dd. MM yy D dd.mm.yyyy DD, dd. MM yy	1.02.2019 01. February 2019 Mon 01.02.2019 Monday, 31. February 2019

Fill Characters

The place holders may be combined with a fill character, for example blank space, dot, comma, hyphen, horizontal line.

> ⚠ Date format placeholders may not be used as fill characters.

Fill Character	Date Format Input	Display in Form Field Date Picker (example date 31.01.2017)
dot	dd.mm.yyyy	31.01.2017
hyphen	dd-mm-yyyy	31-02-2017
horizontal line	yyyy/dd/mm	2017/31/01
blank space	d. MM yyyy	31. January 2017
comma	DD, d. MM yyyy	Tuesday, 31. January 2017
fill word	DD, the dd. MM yyyy	Tuesday, the 31. January 2017