

# Previewing Promotions

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Once you have made the appropriate changes to the Promotions Template and you are ready to send them out to all of the employees, you should first **preview** how the email will look.

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## Preview Promotions

Go to **Promotions**

Click **Templates**

□

Hit **Preview** button if you do not want to include a live link

To **Preview** click the drop-down menu from the pop-up window

Select any **name**, scroll to look for a particular name or key in the name on the blank field to search

The screenshot shows the 'TOTALREWARDS BUILDER' interface with a 'Preview Message Template' dialog box open. The dialog box has a title bar with a close button (X). The main content of the dialog box includes:

- Preview Message Template** (Title)
- The Preview Email function will allow you to send a sample of your email for preview and testing purposes. This sample will contain all of the email elements you have added.** (Description)
- Email** (Section Header)
- Email address to send the preview message to. (Label)
- (Text Input)
- Employee** (Section Header)
- Employee information to use to generate the message. (Label)
- (Text Input)

The background interface shows a navigation bar with 'TOTALREWARDS BUILDER', 'Company', 'Programs', 'Content', 'Design', 'Promotions Templates', 'Administration', and 'Dashboard'. Below the navigation bar, there is a list of promotion templates, including 'Example - Welcome Promotion' and 'Sample Candidate - Job Offer L'. The TotalRewards Software logo is visible in the bottom left corner, and copyright information is in the bottom right corner.

Once you've selected the name, hit **Preview** button and you will get a sample promotion on your email