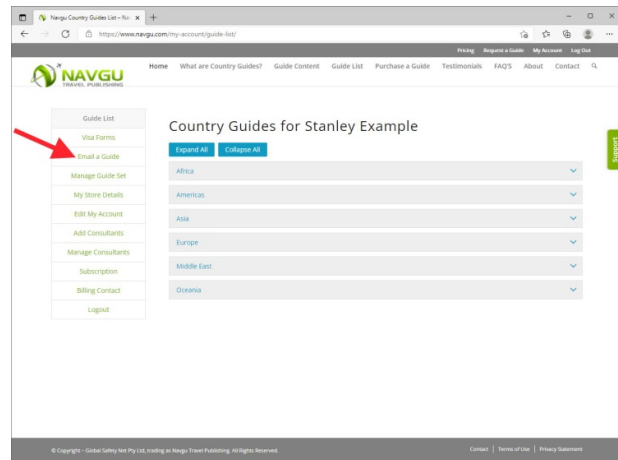# How to Email an Individual Country Guide

A single Country Guide can be emailed to your clients from Navgu quickly and easily once logged into the site.

1. Go to the "Email a Guide" page.
   You no longer have to generate and view a guide before you can email it. If you want to review the content before sending it, just generate a guide as you would normally.

2. Complete the "To", "Subject" and "Body" fields.
   You can also complete the "CC" field if you wish to copy yourself or someone else into this email.
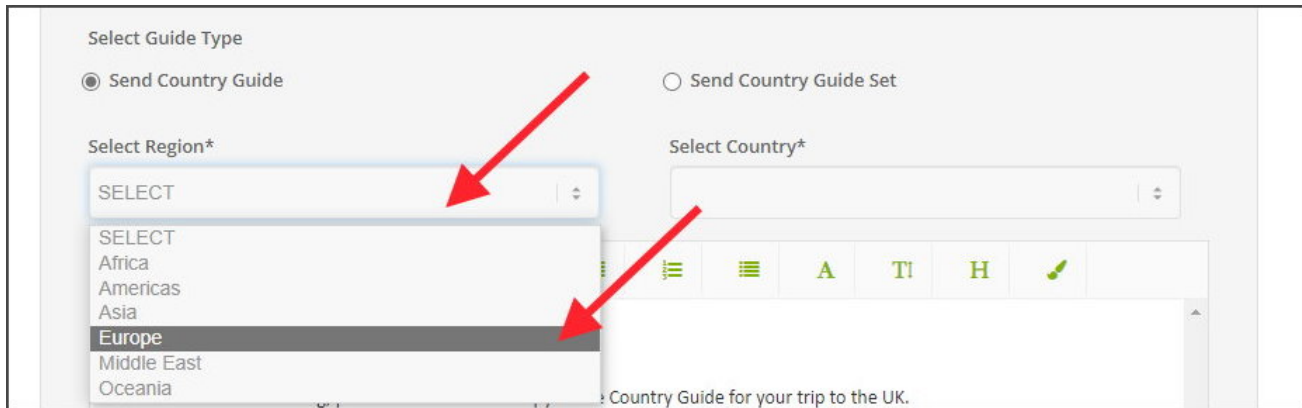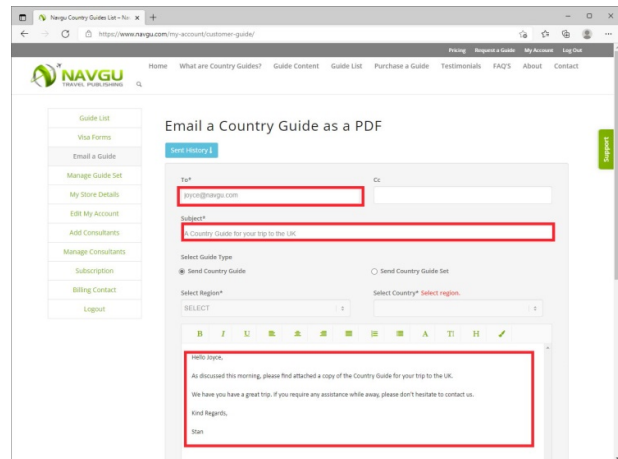
3. "Select Guide Type" gives you the options to either "Send Country Guide" or to "Send Country Guide Set". To send a single guide, leave "Send Country Guide" selected.

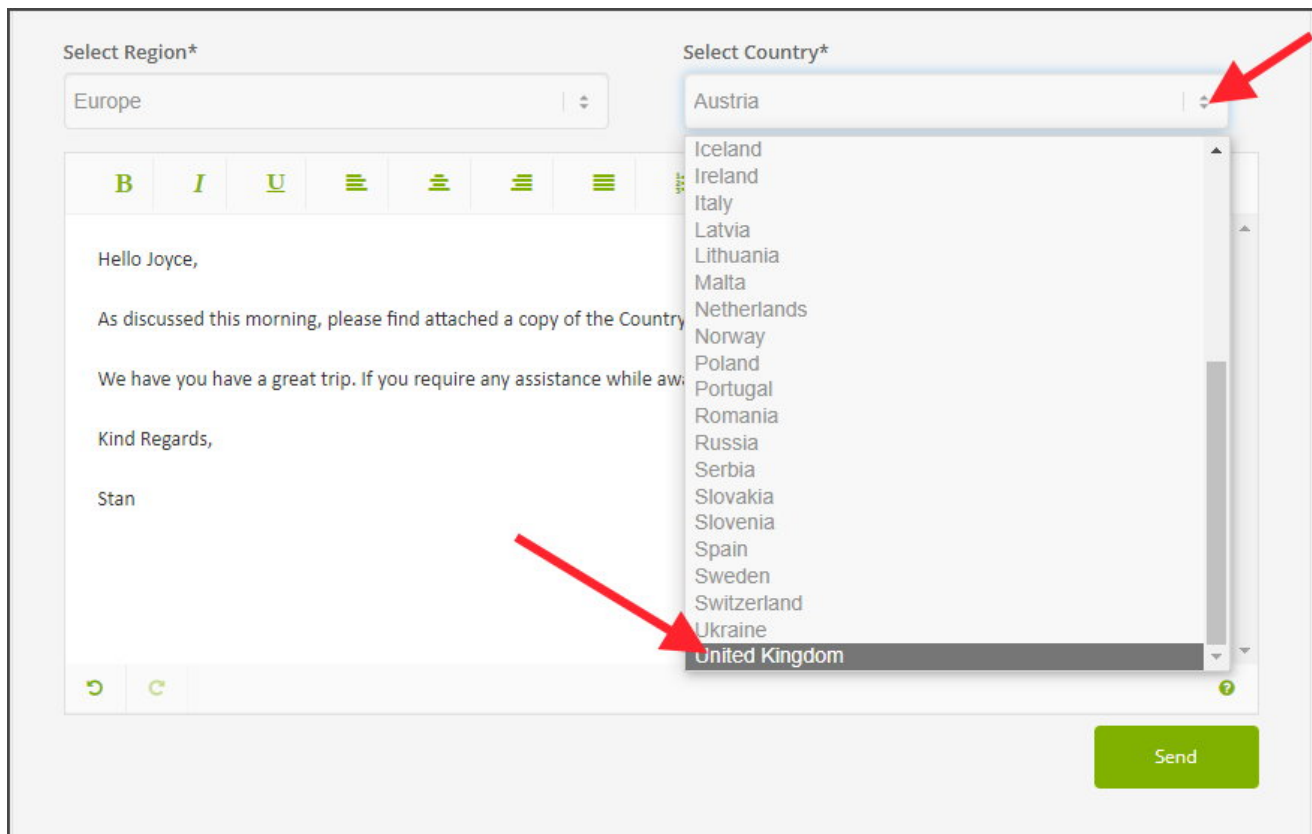   If you wish to send multiple guides at the same time, select "Send Country Guide Set".
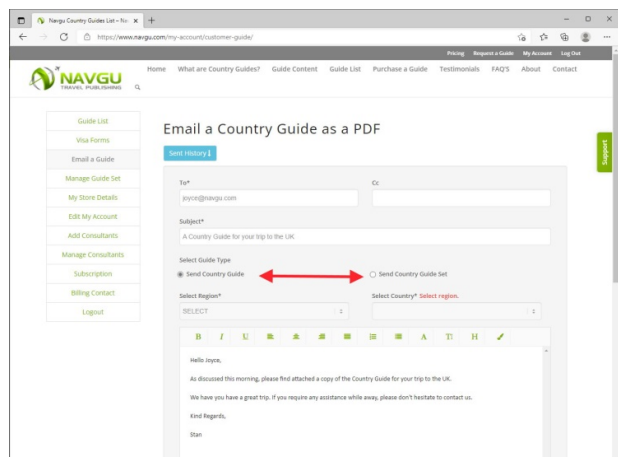
Before sending multiple guides, you will need to establish a "Guide Set". Please see the instructions on creating a guide set, which can be found here.

4. Under "Select Region", place your cursor on the field marked "SELECT" and click. This will open a drop down list of regions. Choose the region of the Country Guide you wish to send from the drop down list.

5. This will fill the "Select Country" field with a list of all the countries in this region. Open this drop down list of countries. You can now select the Country Guide you wish to send. You can choose to either scroll through the list of countries, or type the first letter of the country you are looking for, which will take you to this point in the list.

6. Once the Country Guide is selected, and you are happy with the details you entered, scroll down and hit the green "Send' button. The Country Guide will then be generated (this takes a few seconds), attached to an email and sent.

7. At the bottom of the page, the details of the email and its status are recorded. This record will show each email sent by this user. It also allows you to view the guide that was sent. Once there are several entries, this list can be sorted by clicking on the column headings.

Sent Emails

Show 10 entries

Search:

S. NO.	CUSTOMER EMAIL	CUSTOMER PDF	DATE	STATUS
1	joyce@navgu.com	United-Kingdom-227.pdf	2021-11-06 13:57:40	Sent
S. NO.	CUSTOMER EMAIL	CUSTOMER PDF	DATE	STATUS

Showing 1 to 1 of 1 entries

Previous 1 Next