How do I create a Loan reminder / a SPA reminder / a Termination letter?

3 years ago · Updated

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▼ For Headquarters, Supervisor, Sales Manager user access role only
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Projects > (Project Name) > Edit > Reminder Letter Settings

1. Click **Projects** at the Showroom homepage
2. Click on the specific project you would like to create your SPA reminder or termination letter in
3. Click **Edit** at the top right hand corner
4. Click **Reminder Letter Settings** on the left menu bar
5. Type/Paste the content of your letter into the appropriate text box
6. You can also preview your letter by ticking the **Show Preview** box
7. Click **Save** to register your changes

Note: This function can be used if you have provided us with your letter template prior to setup

Help

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