

## Adding Custom Fields to Email Templates:

In Vtiger 5.0.4 user can add the fields which are already there in a particular module to Email Templates but he can't add his or any others custom fields. This feature allows user to add custom fields and current date and time to email templates.

Steps to follow:

1. Goto Settings -> add custom fields for any of these modules. Accounts, Contacts and Leads.

**Settings > Custom Field Settings**  
Manage your company-wide custom fields.

Custom Fields in "Accounts" Module Select Module:  
Accounts

[New Custom Field](#)

#	Field Label	Field Type	Tools
1	acc1	Text	

[Scroll to Top]

Done

2. Goto Settings -> Email Templates, add new template. Now we can select custom field of one particular module from the select box. Copy the value in step3 text box and paste it in template.

The screenshot shows the 'New Email Template' form in vtiger CRM 5. The form is titled 'Settings > Email Templates > New Email Template' and includes a 'Save' button and a 'Cancel' button. The form fields are as follows:

- Name:** [Empty text box]
- Description:** [Empty text box]
- Folder:** Public (dropdown menu)
- Email Template:**
  - Subject:** [Empty text box]
  - Select Field Type:** A multi-step selection process:
    - Step 1: Account Fields (dropdown)
    - Step 2: Accounts: acc1 (dropdown)
    - Step 3: \$accounts-of\_455\$ (text box)
  - Message:** A rich text editor containing the text: "Hi, I am IP working in \$accounts of\_455\$". The variable "\$accounts of\_455\$" is highlighted with a red box.

3. User can select current date and time through general fields in step1.

The screenshot shows the 'New Email Template' form in vtiger CRM 5. The form includes fields for Name, Description, and Folder (set to Public). Below these is the 'Email Template' section, which is divided into three steps:

- Step1:** Select Field Type: General Fields
- Step2:** Current Date
- Step3:** \$custom-currentdate\$

The 'Message' field contains the text: "Hi, Current Date : \$custom-currentdate\$".