

Previewing Promotions

Last Modified on 12/04/2019 11:40 am EST



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.

TOTALREWARDS BUILDER Company Programs Content Design **Promotions Templates** Administration Dashboard MB

Your browser does not support HTML5 video.

Go to Promotions

Click Templates

TOTALREWARDS BUILDER Company Programs Content Design **Promotions Templates** Administration Dashboard MB

Search all templates

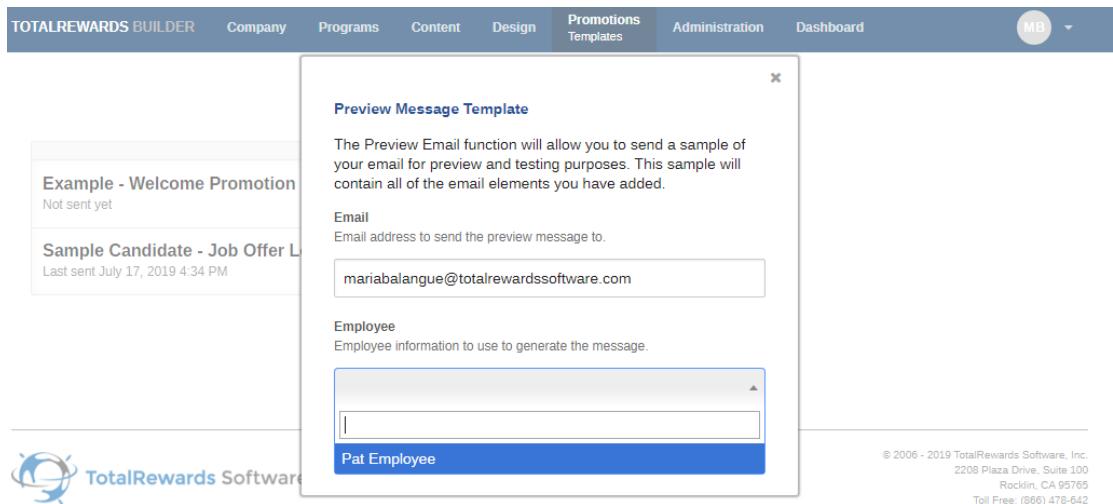
Example - Welcome Promotion Not sent yet	<input type="button" value="Send"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/>
Sample Candidate - Job Offer Letter Last sent July 17, 2019 4:34 PM	<input type="button" value="Send"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/>

2 total 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



Example - Welcome Promotion
Not sent yet

Sample Candidate - Job Offer L
Last sent July 17, 2019 4:34 PM

TotalRewards Software

Preview Message Template

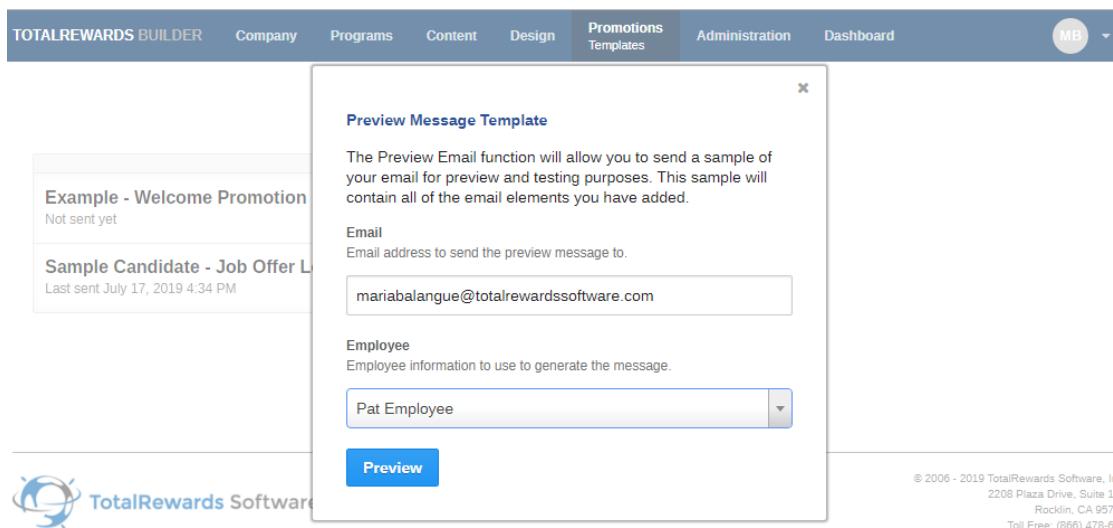
The Preview Email function will allow you to send a sample of your email for preview and testing purposes. This sample will contain all of the email elements you have added.

Email
Email address to send the preview message to.

Employee
Employee information to use to generate the message.

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Toll Free: (866) 478-642

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



Example - Welcome Promotion
Not sent yet

Sample Candidate - Job Offer L
Last sent July 17, 2019 4:34 PM

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Preview

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Below is Sample Preview email

[Reply](#) [Reply All](#) [Forward](#)

Mon 12/2/19 8:24 AM



sample@nm.com

TotalRewards Statement - Welcome

To Maria Balangue

[\(i\) If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Hi Pat,

Your Total Rewards statement is here!

Your total rewards statement is a breakdown of your total compensation from 2016, including cash payments, benefits value, and estimated tax savings. Along with your compensation, you will find additional information about the benefits we offer.

How do I access my Total Rewards Statement?

Click the link below to create your password and login to your personal TotalRewards statement portal.

[View my Statement](#)

Click the button above to login to TotalRewards Builder and view your statement.
