

WebAdMIT: The More You Know

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Hello colleagues,

In this edition of *The More You Know: WebAdMIT Edition*, we are focusing on new **Email Template** features.

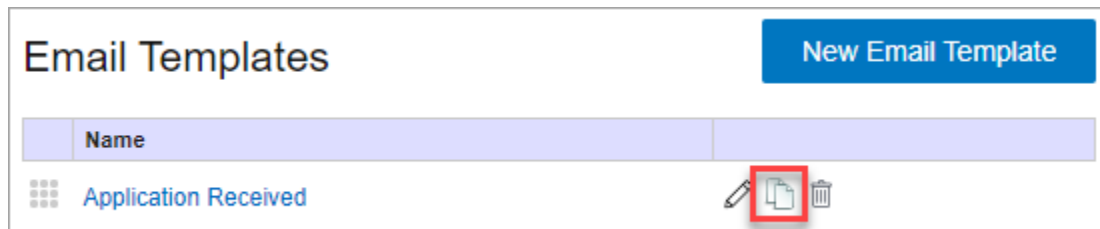
WHAT'S NEW?

WebAdMIT allows you to create and save email templates for quick correspondence with applicants. The following CAS-wide enhancements were released in late 2020 related to email templates:

- **New Date Merge Field Format in Email Templates:** Previously, if you used a date merge field in email templates, it populated as yyyy-MM-dd (e.g., 2020-07-09). Based on user feedback, the date merge field format has changed to MMM d, yyyy (e.g., Jul 9, 2020).
- **Current Date Merge Field in Email Templates:** You can now add a merge field for the current date (i.e., today) in Email Templates. This field will enter the date the email template is sent to the applicant. It is formatted as MMM d, yyyy (e.g., Jul 9, 2020) and is listed as a clock button.



- **Copy Function for Email Templates:** You can now copy existing Email Templates. This allows users to build and customize Email Templates more quickly.



RESOURCES

- [Creating Email Templates](#)

QUESTIONS ABOUT WebAdMIT?

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The More You Know: WebAdMIT Edition will be back in March with another topic!

Interested in other topics covered? View past *The More You Know* posts:

- **December 2020:** [Decisions Reports](#)
- **November 2020:** [Fall Academic Update](#)
- **October 2020:** [In-Progress Applicants](#)
- **September 2020:** [Adding Email Addresses](#)
- **August 2020:** [Matriculated Elsewhere Report](#)
- **June 2020:** [Liaison-Assisted Deferral Process](#)
- **May 2020:** [Competing Offers Made and Competing Offers Accepted Reports](#)
- **April 2020:** [Previous Attendance at a Health Profession Program](#)
- **March 2020:** [Lists](#)
- **February 2020:** [Applicant Search Page](#)
- **January 2020:** [Search Correspondence](#)