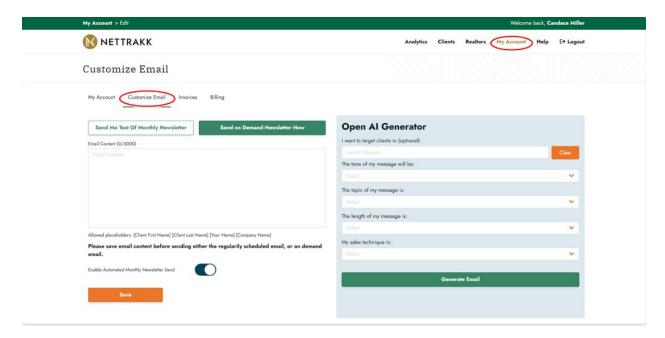
How to use the NETTRAKK AI Generator

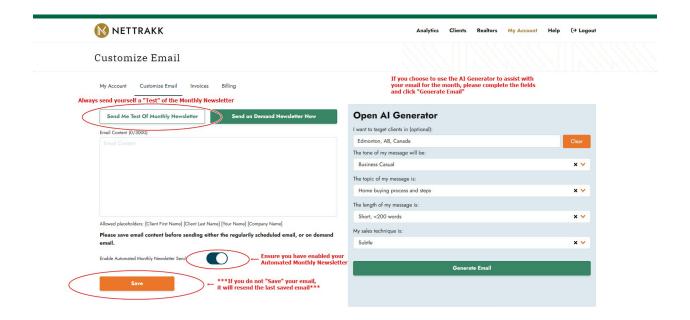
Go to My Account in the Menu tab and click on Customize Email.



Creating Custom Email:

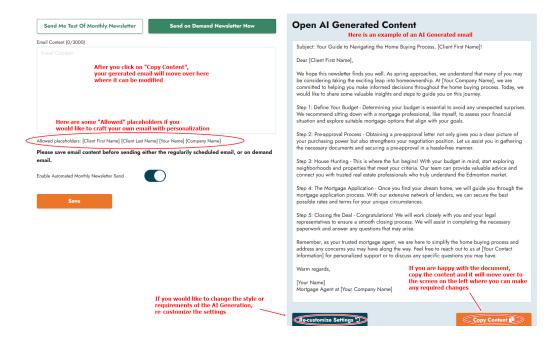
If you are creating your own email, please craft it in the "Email Content" box. Once your email is complete you have a few steps to take:

- If you would like to add placeholders to the email to customize to your clients, please see the options available below the "Email Content" section
- Please add the placeholders manually as shown below
- *Ensure you hit Save if you do not save the new email the system will resend out the last email that was saved on the next first Thursday of the Month.
- Once you are satisfied with your email always send yourself a test of the monthly newsletter in order to proof and review it
- After you have proofed the email, if you need to make any preferred changes do so and then hit "Save" and send yourself a test again



Creating an AI Generated Email:

- Use the dropdown tabs in the "Open Al Generator" to Generate your currrent monthly email
- Click on Generate Email and you will see the content generated in the right side of the screen
- If you would like to change the style of the email click on "Re-Customize Settings" and restart
- Once you are satisfied with your generated email click on "Copy Content" your email will now move over to the left side under "Email Content"
- You can make modifications to this email if applicable once it is in the "Email Content" section
- If you would like to add or remove placeholders to the email to customize to your clients, please see the options available below the "Email Content" section
- *Ensure you hit "Save" if you do not save the new email, the system will resend out the last email that was saved
- Once you are satisfied with your email always send yourself a test of the monthly newsletter in order to proof and review it
- After you have proofed the email, if you need to make any preferred changes do so and then hit "Save" and send yourself a test again



***This is very important information regarding the AI Generator:

- This is an AI Generated email so it might require some adjustments
- *Some of the placeholders will not generate correctly in the email if the AI Generated placeholder does not match the accepted placeholders listed below the "Email Content" section
- Please ensure you modify the placeholder as required and always send yourself a test email to proof it prior to being sent out to your clients

