

..

Emails and Email Templates

Date published: 2020-10-30

Date modified: 2022-09-21

CLOUDERA

<https://docs.cloudera.com/>

Legal Notice

© Cloudera Inc. 2024. All rights reserved.

The documentation is and contains Cloudera proprietary information protected by copyright and other intellectual property rights. No license under copyright or any other intellectual property right is granted herein.

Unless otherwise noted, scripts and sample code are licensed under the Apache License, Version 2.0.

Copyright information for Cloudera software may be found within the documentation accompanying each component in a particular release.

Cloudera software includes software from various open source or other third party projects, and may be released under the Apache Software License 2.0 (“ASLv2”), the Affero General Public License version 3 (AGPLv3), or other license terms. Other software included may be released under the terms of alternative open source licenses. Please review the license and notice files accompanying the software for additional licensing information.

Please visit the Cloudera software product page for more information on Cloudera software. For more information on Cloudera support services, please visit either the Support or Sales page. Feel free to contact us directly to discuss your specific needs.

Cloudera reserves the right to change any products at any time, and without notice. Cloudera assumes no responsibility nor liability arising from the use of products, except as expressly agreed to in writing by Cloudera.

Cloudera, Cloudera Altus, HUE, Impala, Cloudera Impala, and other Cloudera marks are registered or unregistered trademarks in the United States and other countries. All other trademarks are the property of their respective owners.

Disclaimer: EXCEPT AS EXPRESSLY PROVIDED IN A WRITTEN AGREEMENT WITH CLOUDERA, CLOUDERA DOES NOT MAKE NOR GIVE ANY REPRESENTATION, WARRANTY, NOR COVENANT OF ANY KIND, WHETHER EXPRESS OR IMPLIED, IN CONNECTION WITH CLOUDERA TECHNOLOGY OR RELATED SUPPORT PROVIDED IN CONNECTION THEREWITH. CLOUDERA DOES NOT WARRANT THAT CLOUDERA PRODUCTS NOR SOFTWARE WILL OPERATE UNINTERRUPTED NOR THAT IT WILL BE FREE FROM DEFECTS NOR ERRORS, THAT IT WILL PROTECT YOUR DATA FROM LOSS, CORRUPTION NOR UNAVAILABILITY, NOR THAT IT WILL MEET ALL OF CUSTOMER’S BUSINESS REQUIREMENTS. WITHOUT LIMITING THE FOREGOING, AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, CLOUDERA EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY, QUALITY, NON-INFRINGEMENT, TITLE, AND FITNESS FOR A PARTICULAR PURPOSE AND ANY REPRESENTATION, WARRANTY, OR COVENANT BASED ON COURSE OF DEALING OR USAGE IN TRADE.

Contents

Creating new email templates.....	4
Changing email templates.....	6
Cloning email templates.....	8
Deleting email templates.....	11

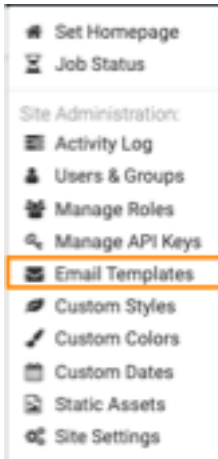
Creating new email templates

About this task

To define a new email template, follow these steps.

Procedure

1. Click the gear icon at the top menu to open the Administration menu, and select Email Templates.



2. In the Manage Email Templates interface, click New Email Template.
3. Before creating the a new template, we recommend that you explore the sample templates. Click Sample Template 1 or Sample Template 2 to explore one of the available templates. You may find it easier to create your own template by starting from a sample template and making necessary adjustments.

New Email Template

 A screenshot of the 'New Email Template' form. At the top, there are two buttons: 'SAVE' and 'CLONE'. Below them are two input fields: 'Name:' and 'Description:'. At the bottom, there are two buttons: 'SAMPLE TEMPLATE 1' (highlighted with an orange border) and 'SAMPLE TEMPLATE 2'.

4. Under Name, enter the name of the template. We used My Company Template.
5. Under Description, enter the information that helps a user select the appropriate template.
6. Use the Rich-Text Editor to create a message template. In addition to a large text entry box and a set of editing tool bars that resemble the *Rich text*, we included the following key options:

- *Job Parameters*

This menu provides access to some standard Job Parameters: <http://documentation.arcadiadata.com/latest/pages/topics/email-job-parameters.html>.

- *Code View*

To edit the HTML directly, click `</>`. The HTML for email formatting is somewhat different from standard HTML. For example, we format the content as a set of nested tables. Before working directly in HTML mode,

we recommend that you review our <http://documentation.arcadiadata.com/latest/pages/topics/html-email-recommendations.html>.

- *Logo*
 - You can change the size of the logo by clicking on it, and selecting one of the standard sizes: 100%, 50%, or 25%.
 - To delete the logo (remove image), click on it, and select the trash icon.

Note that the code view option has a placeholder for the logo, even when it is gone.

- To insert a new logo, click on the placeholder in the top bar, and then click the picture option.

In the Insert Image window modal, add the image either through Select from files option (browsing through local directory), or through the Image URL option.

Note that Image URL option should point to a storage location that is open to all recipients of emails generated from this template. Otherwise, the image will not load.

- To change the background color (so the logo blends in), open Code View, and change the bgcolor parameter. In this case, we set it to black.

```
<td align="center" valign="middle" bgcolor="#000000" style="padding:
10px;font-size:24px">
    <!-- company logo goes here -->
    
</td>
```

- To change the size of the logo graphic, you may need to change not just the percentage width of the graphic, but also the max-width and max-height parameters in Code View. For example, Sample Template uses the following style settings:

```
<td align="center" valign="middle" bgcolor="#000000" style="padding:
10px;font-size:24px">
    <!-- company logo goes here -->
    
</td>
```

To increase the size of the graphic, increase these parameter values, and add the width parameter:

```
<td align="center" valign="middle" bgcolor="#000000" style="padding:
10px;font-size:24px">
    <!-- company logo goes here -->
    
</td>
```

- To change the alignment of the logo, click the Paragraph icon, and select another alignment option. Alternatively, add the text-align parameter in Code View:

```
<td align="center" valign="middle" bgcolor="#000000" style="text-
align:left;padding:10px;font-size:24px">
    <!-- company logo goes here -->
    
</td>
```

- Similarly, you can reduce or increase the height of the top banner that contains the logo by changing the padding parameter in Code View.

```
<td align="center" valign="middle" bgcolor="#000000" style="text-align:left;padding:2px;font-size:24px">
    <!-- company logo goes here -->
    
</td>
```

- *Message Body*

The message body appears between `<messagebody>` ... `</messagebody>` tags. Use `
` tags to separate lines of text.

You can easily embed Arcadia parameters in the text body.

```
<td style="padding:30px 40px;">
    <p style="font-size: 16px; min-height: 300px; line-height: 1.4;">
        <!-- use <br> for line breaks -->
        <messagebody>This is a general email to notify you
of the key performance metrics tracked by Dashboard
        <b><span>&lt;&lt;app_id&gt;&gt;;</span>&nbsp;</b><b>
>&lt;&lt;app_name&gt;&gt;</b>.<br>
        <br>Arcadia Enterprise generates this message automatically.<br>
        <br>Most recent run date is:&nbsp;<span>&lt;&lt;start_time&gt;&gt;</span>
        <br>You can see the dashboard here: &lt;&lt;relative_url&gt;&gt;</messagebody>
    </p>
```

- *Embedded Images*

Click inside the Embedded Image area of the template, and then click the picture option. Add an image, and configure it in much the same way as you did for the logo. Remember to contain it between `<arcadiaembed>` ... `</arcadiaembed>` tags.

Here, we had a very large image, so we applied the `style="width: 200px;"` parameter.

```
<arcadiaembed></arcadiaembed>
```

- *Footer text*

Enter and configure footer text.

We replaced "Footer Text" with "Greetings from Koda"; see embedded image in the previous point.

- *Copyright text*

The template contains a default statement about the authorship of the email. You may choose to use it as a copyright statement.

We replaced "This email was sent by Arcadia Data" with "Email © Arcadia Data".

7. Click Save to save all changes to the template.

8. Click Email Templates near the top of the screen to see the new item in the list of templates.

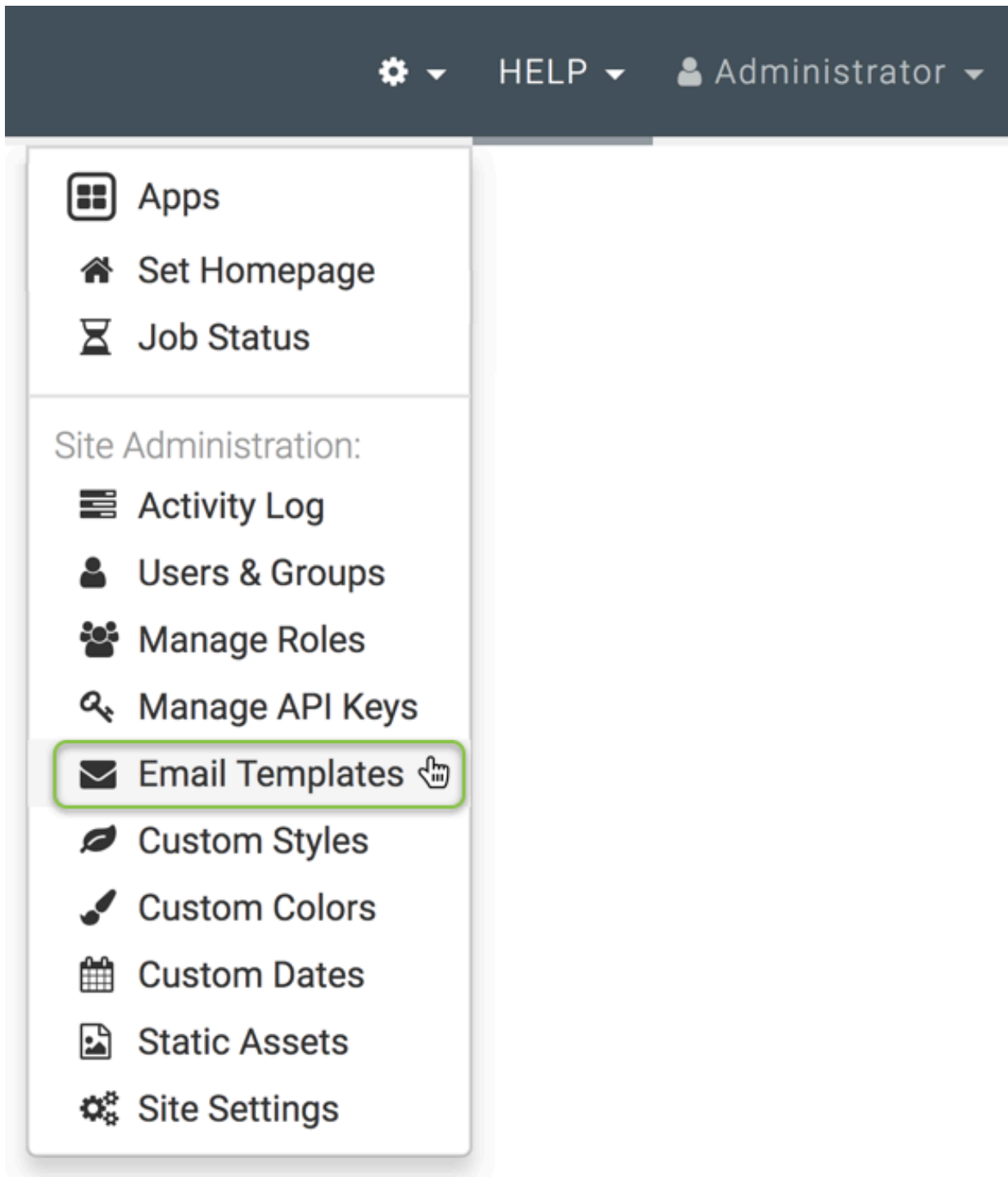
Changing email templates

About this task

To change an existing email template, follow these steps.

Procedure

1. Click the Gear icon at the top menu to open the Administration menu, and select Email Templates.




- In the Manage Email Templates interface, click Pencil icon to edit the template.

ARCADIA DATA HOME VISUALS DATA HELP Administrator

Manage Email Templates

NEW EMAIL TEMPLATE

ID	Name	Description	Schedule IDs	
1	My Company Template	General Template for Arcadia Data emails	0	

- Make the necessary changes in the template, and click Save.

ARCADIA DATA HOME VISUALS DATA HELP Administrator

Email Templates / 1

Email Template: My Company Template

SAVE CLONE

ID: 1

Name: My Company Template, Revised



Description: General Template for Arcadia Data emails

- Click Email Templates near the top of the screen to see the updated item in the list of templates.

ARCADIA DATA HOME VISUALS DATA HELP Administrator

Manage Email Templates

NEW EMAIL TEMPLATE

ID	Name	Description	Schedule IDs	
1	My Company Template, Revised	General Template for Arcadia Data emails	0	 

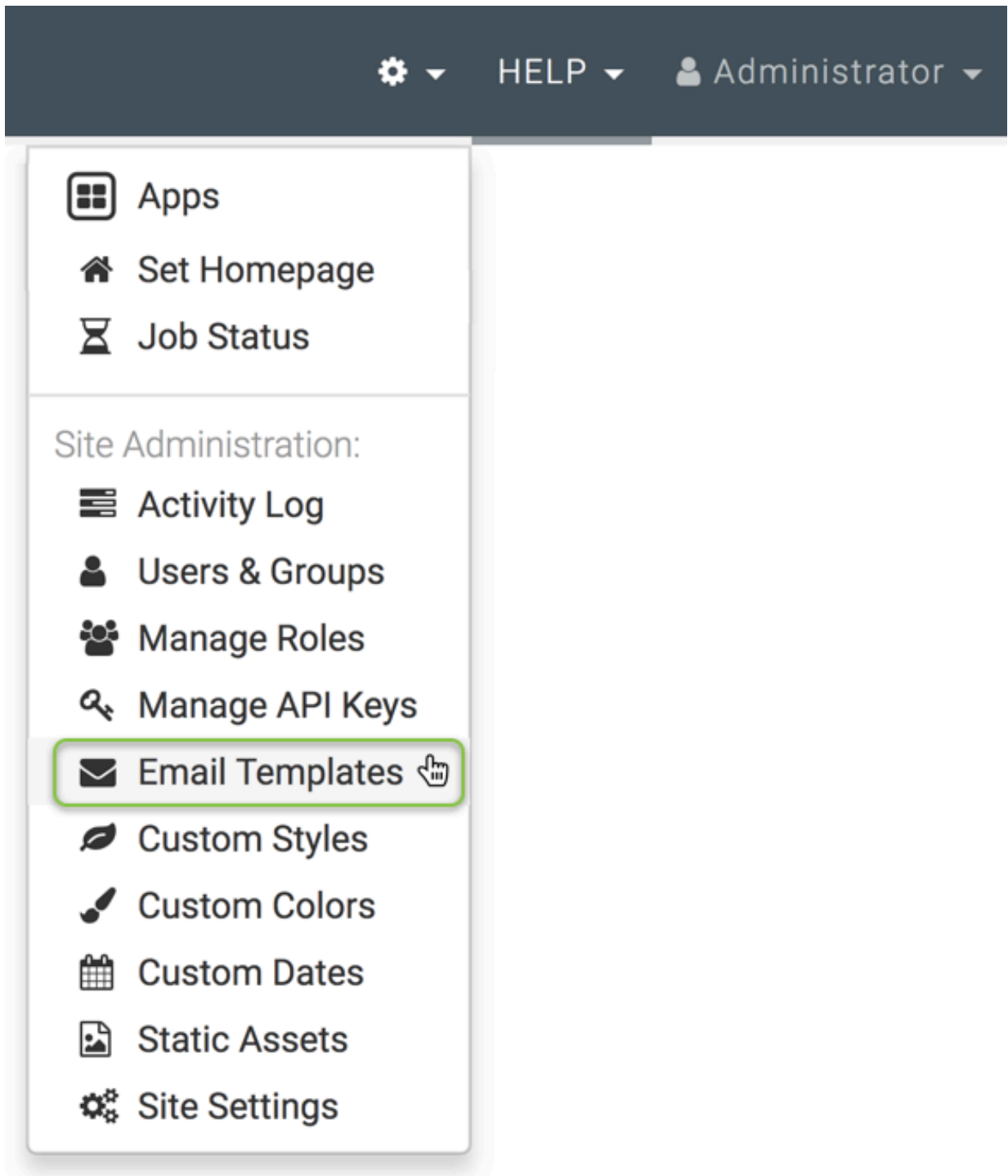
Cloning email templates

About this task

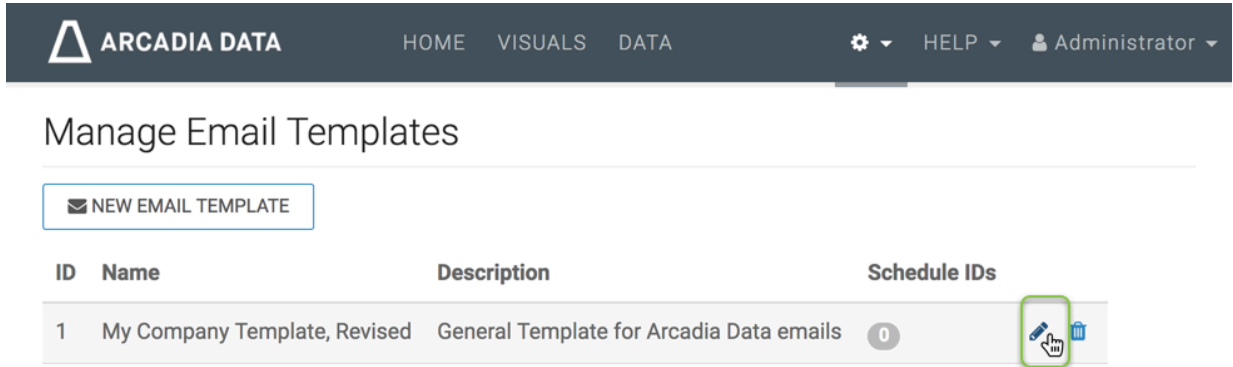
To make a clone from an existing email template, follow these steps.


Procedure

1. Click the Gear icon at the top menu to open the Administration menu, and select Email Templates.

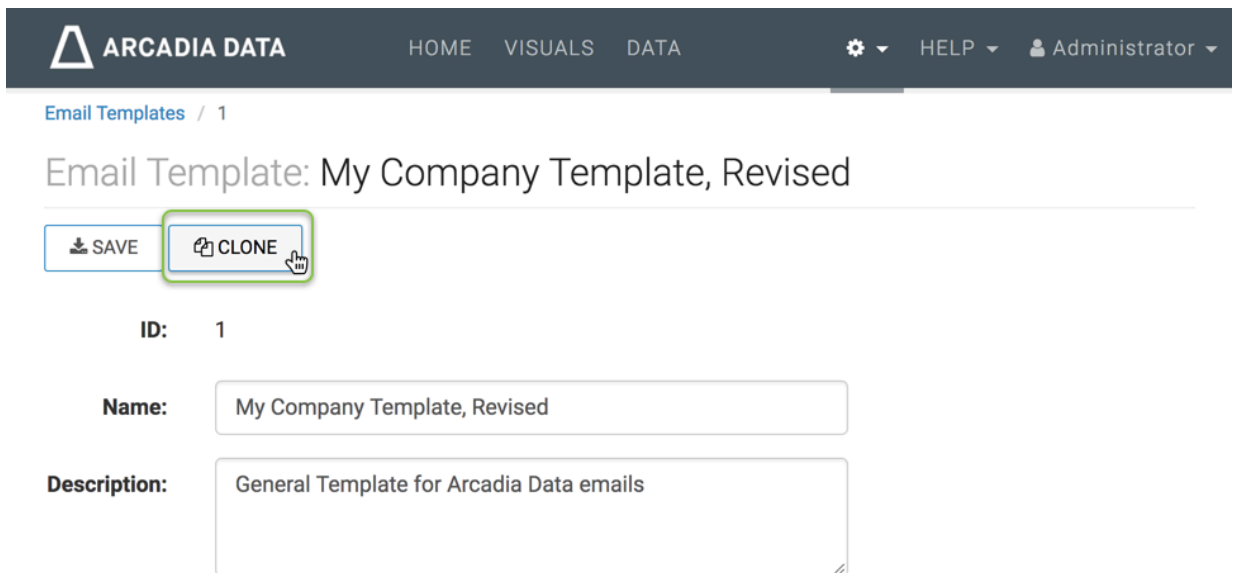


- In the Manage Email Templates interface, click the Pencil icon, as you are editing an existing template.



ID	Name	Description	Schedule IDs	
1	My Company Template, Revised	General Template for Arcadia Data emails	0	

- Click Clone.



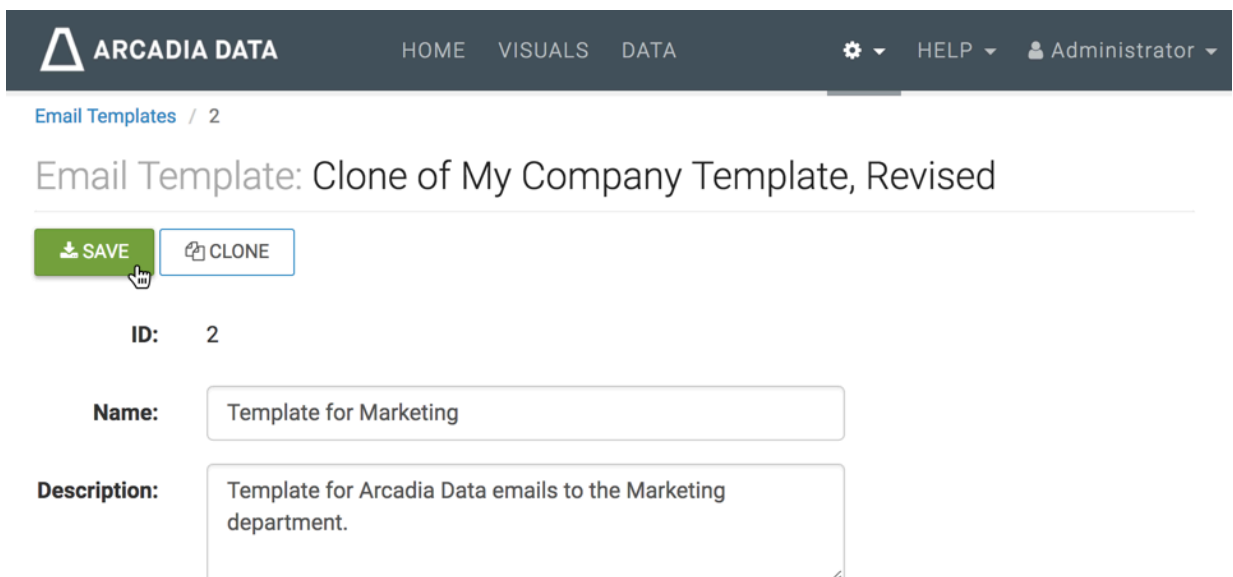
SAVE CLONE

ID: 1

Name: My Company Template, Revised

Description: General Template for Arcadia Data emails

- In the cloned template, make the necessary changes and click Save.



SAVE CLONE

ID: 2

Name: Template for Marketing

Description: Template for Arcadia Data emails to the Marketing department.

5. Click Email Templates near the top of the screen to see the updated item in the list of templates.

ID	Name	Description	Schedule IDs	
1	My Company Template, Revised	General Template for Arcadia Data emails	0	
2	Template for Marketing	Template for Arcadia Data emails to the Marketing department.	0	

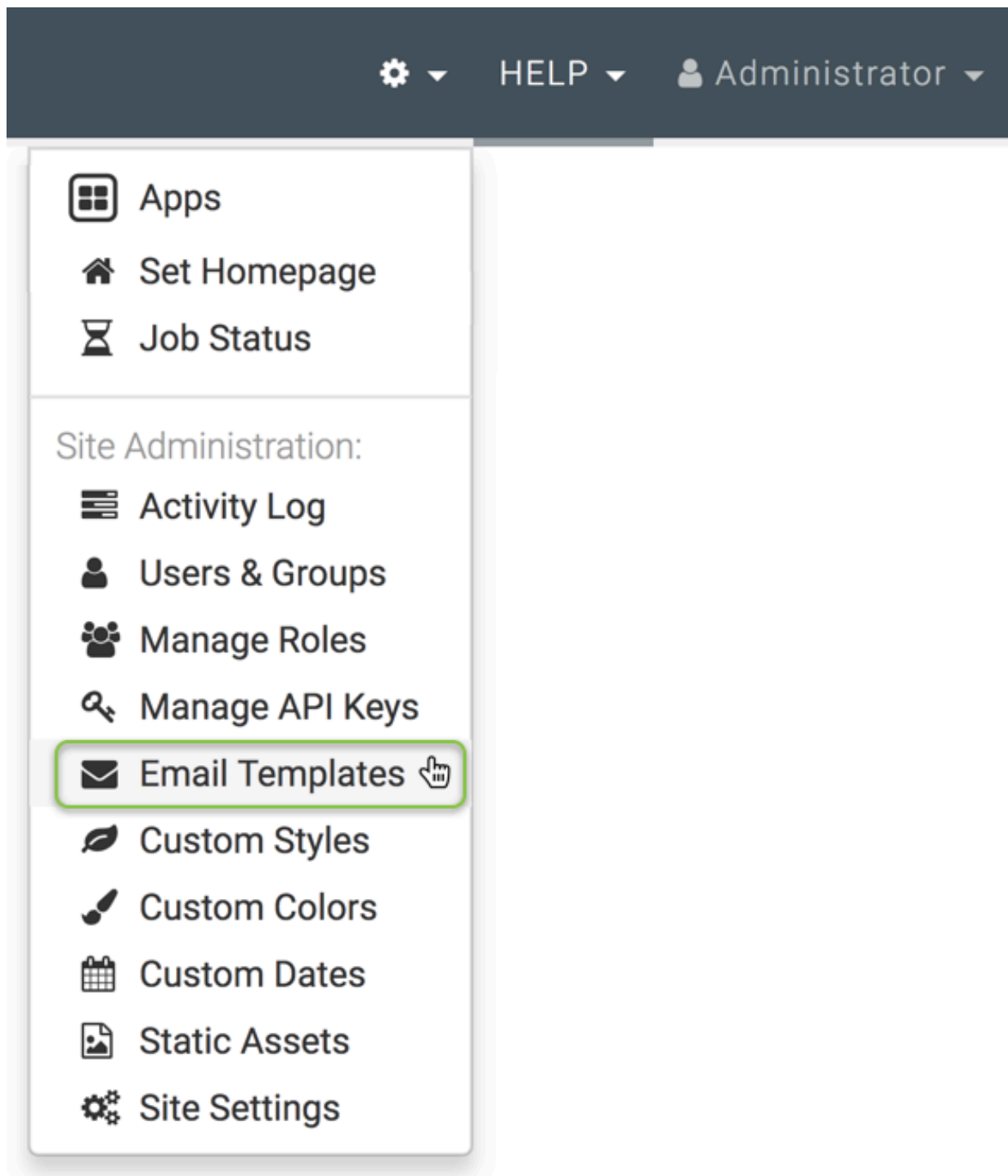
Deleting email templates

About this task

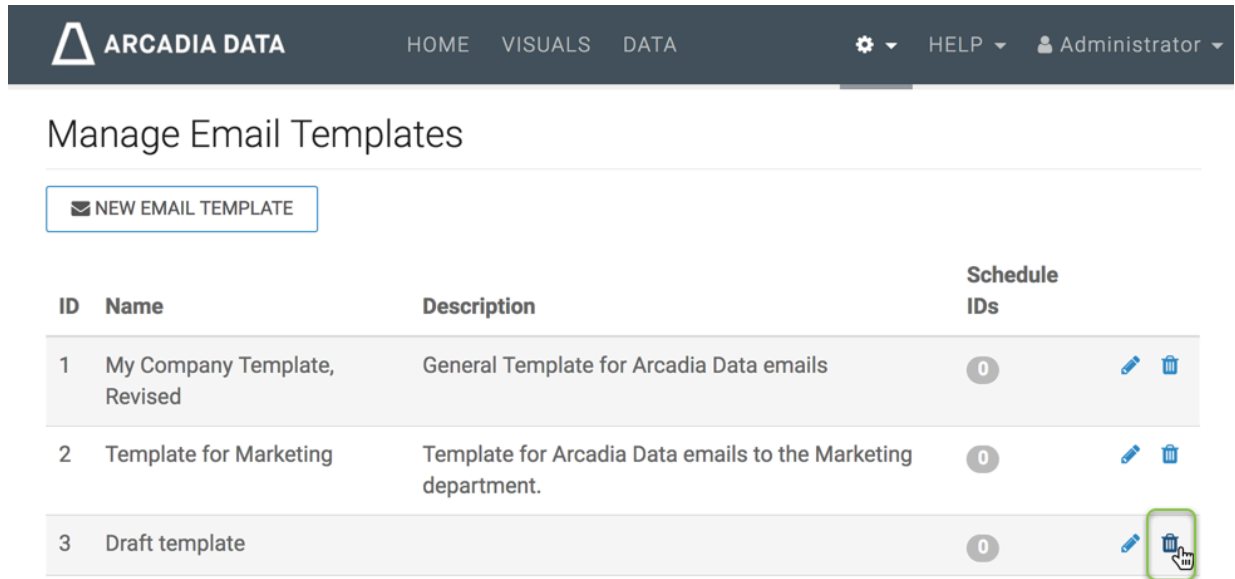
To delete an existing email template, follow these steps.

Procedure

1. Click the Gear icon at the top menu to open the Administration menu, and select Email Templates.



- In the Manage Email Templates interface, click Trashcan icon to delete the template.



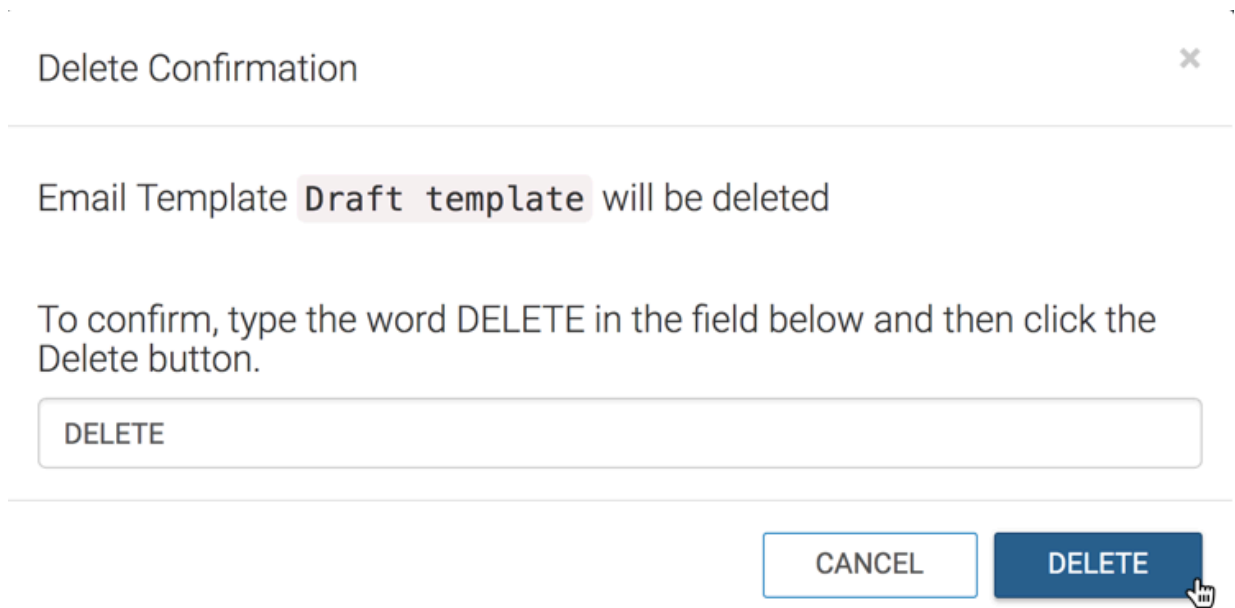
ARCADIA DATA HOME VISUALS DATA ⚙️ HELP 👤 Administrator

Manage Email Templates

[NEW EMAIL TEMPLATE](#)

ID	Name	Description	Schedule IDs	
1	My Company Template, Revised	General Template for Arcadia Data emails	0	✎ 🗑️
2	Template for Marketing	Template for Arcadia Data emails to the Marketing department.	0	✎ 🗑️
3	Draft template		0	✎ 🗑️

- In the Delete Confirmation window modal, type DELETE, and then click DELETE.



Delete Confirmation ✕

Email Template **Draft template** will be deleted

To confirm, type the word DELETE in the field below and then click the Delete button.



[CANCEL](#) [DELETE](#)

Results

Note that the list of templates no longer has the deleted one.

Manage Email Templates

[✉️ NEW EMAIL TEMPLATE](#)

ID	Name	Description	Schedule IDs	
1	My Company Template, Revised	General Template for Arcadia Data emails	0	 
2	Template for Marketing	Template for Arcadia Data emails to the Marketing department.	0	