

1. Access the Log Entries Report at [Reports > Sites > Program Sites Report](#)
2. Filter the Report to list only active sites in your program(s). You may apply other filters as you need.

Program Sites Report

Displaying 1 - 25 of 25+

Active ▼ Program(s) Service Learning x Site Name Contains ▼ Show Sites with placements ▼ Placement Term(s) Choose some options

City Contains ▼ Flag Choose some options Industry Choose some options Organization Type Choose some options Focus Population Choose some options

Focus Area(s) Choose some options Additional Focus Area(s) Choose some options Additional Requirements Choose some options

Site Tags Keywords

Select Fields to Display (click to open)

Items per page 25 ▼ Apply Filters Reset Filters

<input type="checkbox"/>	Site Name ▲	Program(s)	Total Placements	Industry	Parent Site
<input type="checkbox"/>	American Advanced Management Group	Academic Internship, Service Learning	1		American Advanced Management Group
<input type="checkbox"/>	Congruent Lives Inc.	Academic Internship, Service Learning	1		Congruent Lives Inc.

3. Using the check boxes on the left of the table, select the sites you wish to send emails to. You may select all by clicking the check box in the column title row. Once you have selected your sites, click the “Send e-mail” button at the bottom of the page.

[Send e-mail](#)

[Download this report as](#)
(can be opened in Excel)



4. Creating and sending the email message

- a. Fill out the form with your preferences. Some fields, like the Recipients section have default settings. **Note:** You cannot change the Sender information, but any replies to this email will be sent to your (or whoever is filling out the form) email. **DO NOT** change the Recipients settings unless you know what you are doing; **modifying these settings is for advanced users only.**

▼ Sender

Sender's name

CalState S4

Enter the sender's human readable name.

Sender's e-mail **Required**

support@calstates4.com

Enter the sender's e-mail address.

All emails will be generated as having a from address of support@calstates4.com but all replies will be sent to the active user's e-mail: techsupport@calstates4.com.

▼ Recipients

Field used for recipient's name Site Name (title)

Field used for recipient's e-mail **Required** Site Email (views_conditional)

5. Add an email subject and message (see below for information on using tokens to customize your message).

▼ E-mail content

Subject **Required**

Contract Expiring

Enter the e-mail's subject. You can use tokens in the subject.

Message **Required**

B **I** **U** Format

Hello!

You have been identified as the contact for [views-send:title]. Your agreement is set to expire [views-send:field_log_entry_expiration], so we recommend that you begin the process of renewing as soon as possible. Here is a link to PDF of your most recent signed agreement: [views-send:field_log_entry_upload_file]

Thank your for you continued partnership!

Best

Text format Filtered HTML

6. Click **Next** and review your message

The screenshot shows a web application interface for reviewing an email. At the top, there is a navigation bar with links: Courses, Sites, Contacts, Placements, Campus, and Admin. On the left side, there is a sidebar with three menu items: Parent Sites Report, Program Sites Report, and Log Entries Report. The Log Entries Report item is highlighted with a grey background. The main content area displays the details of an email draft. It includes fields for From, To, Subject, and Message. The From field contains "CalState S4" <support@calstates4.com>. The To field contains "Environmental Protection Agency - EPA" <edwards.gina@epa.gov>. The Subject field contains "Contract Expiring". The Message field contains the text: "Hello! You have been identified as the contact for [views-send:title]. Your agreement is set to expire [views-send:field_log_entr". Below the Message field, there is a Headers section showing "Precedence: bulk". At the bottom of the form, there are three buttons: "Go back", "Send", and "Cancel".

Courses Sites Contacts Placements Campus Admin

Parent Sites Report

Program Sites Report

Log Entries Report

From "CalState S4" <support@calstates4.com>

To "Environmental Protection Agency - EPA" <edwards.gina@epa.gov>

Subject Contract Expiring

Message

Hello!

You have been identified as the contact for [views-send:title]. Your agreement is set to expire [views-send:field_log_entr

Thank your for you continued partnership!

Headers Precedence: bulk

Go back Send Cancel

7. Click **Send**.

Using Tokens

You can use tokens that represent column data from the report you ran above in the e-mail.

Note: Make sure you copy the token including the beginning and ending brackets. [Read more about tokens here](#).

1. Scroll to the **Tokens** section just below the message, click on **Tokens**, then click on **Views Send specific tokens**. You can use any of these tokens to personalize this message.

Tokens (click to close)

You can use the following tokens in the subject or message.

Views Send specific tokens (click to close)

Token	Replacement value
[views-send:nid]	Organization ID (nid)
[views-send:title_1]	Log Entry (title_1)
[views-send:created]	Created date (created)
[views-send:field_log_entry_expiration]	Expiration date (field_log_entry_expiration)
[views-send:field_log_entry_category]	Log Entry Category (field_log_entry_category)
[views-send:field_log_entry_upload_file_1]	Upload File (field_log_entry_upload_file_1)

2. Use the **Replacement value** column to understand what information the token will provide, and copy the text under the **Token** column to use in the subject/message itself.

When working with Parent Organizations/Program Sites there are many similarly named fields, so if you see only “site” in the name then it’s for a parent, and if you see “prog_site” then it’s for the Program Site. If you’re unsure which to choose, contact help@calstates4.atlassian.net with detailed information about what you’re trying to accomplish and we’ll help you figure it out!