BRIGHT DIRECTORIES

Manage all the Messages Sent through the Website
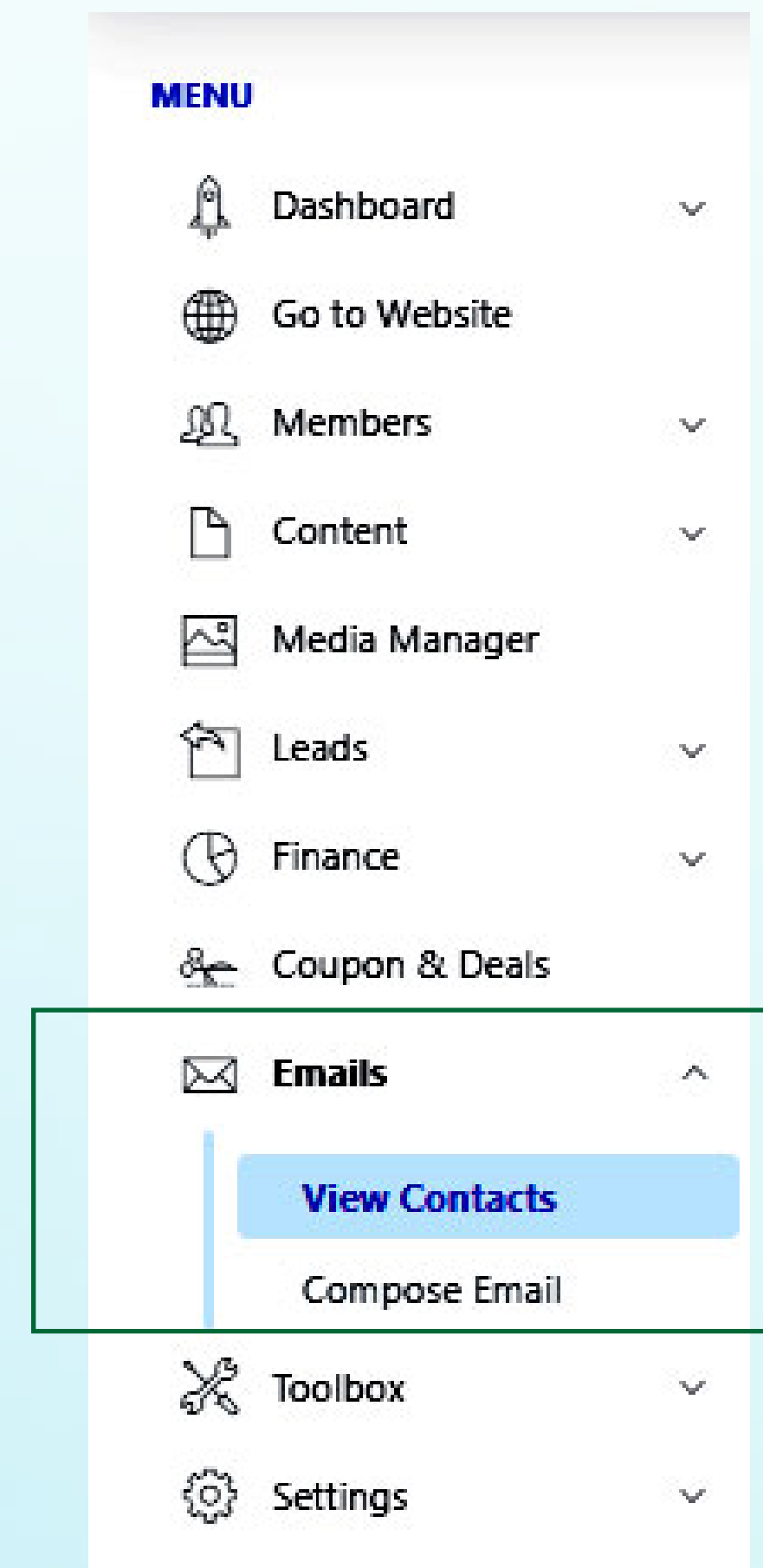
www.brightdirectories.com

A Directory Software You Awaited To Trust

Grow Your Business, Dominate The Market!

Launch your directory website, Travel sites, e-commerce business, Job Portal, or any other business with the most innovative Software with AI-based search and blockchain-based security

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Emails
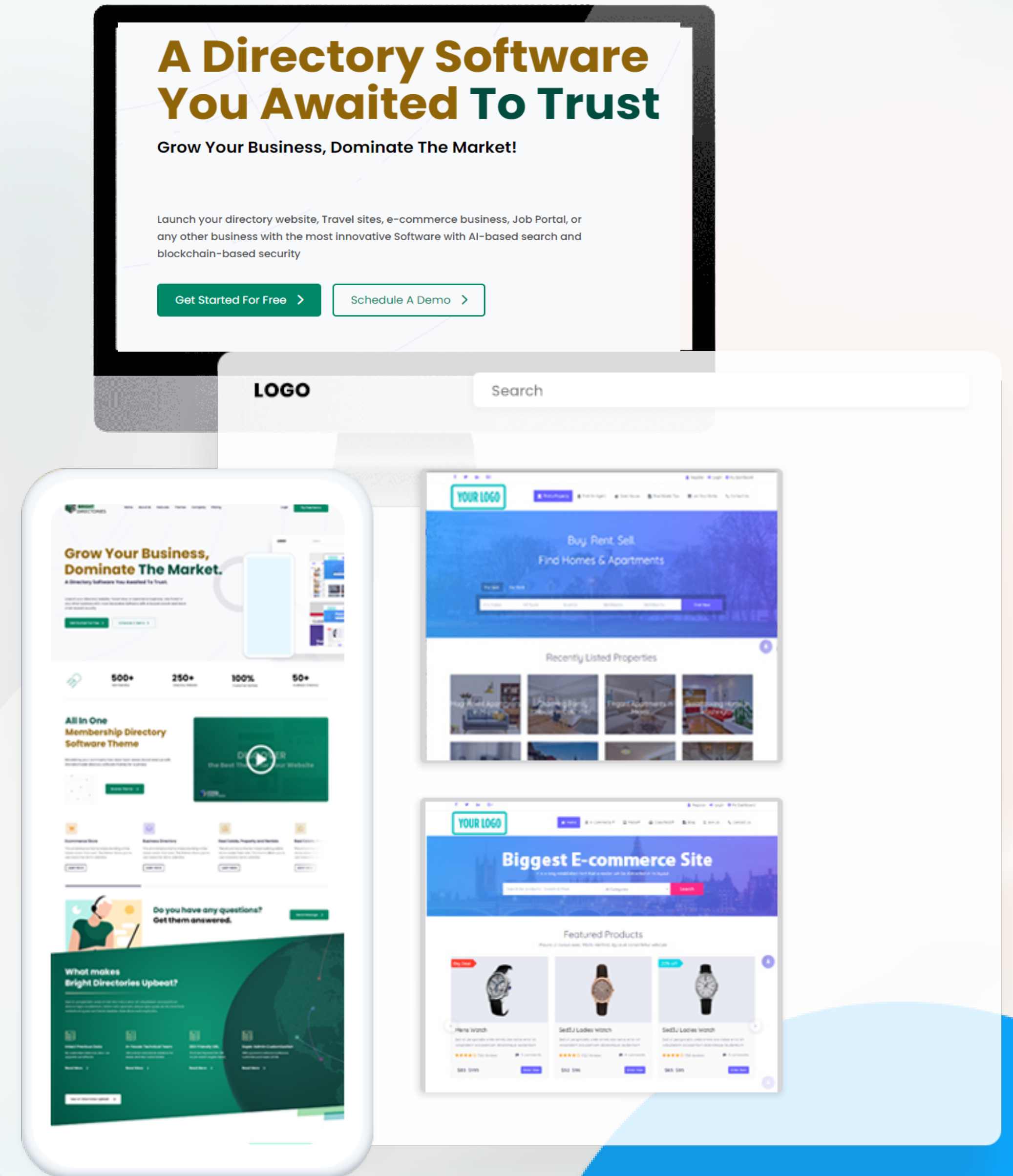
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This section lets you see all the inquiries or messages sent to you by people through the "Contact Us" page on the website and the option to email any recipient from the website as the Admin.

When you click "Emails", you will have 2 options:
View Contacts and Compose Email.

MENU

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- **Emails**
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  - Compose Email
- Toolbox
- Settings

View Contacts

This will show all the new and existing inquiries submitted through the website.

For each inquiry, you will have the basic details like the serial number, date of the inquiry, and the sender.

Dashboard / Form Inquires

ⓘ Inquiries submitted through your website are saved here, such as submissions from the "Contact Us" form.

📷 New Inquiries (0)

INQUIRY DETAILS	Internal Notes	ACTION
	No Data Found	

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"What is Form??"

You can add an internal note in this dedicated section for each inquiry.

There is also an "Action" menu for each inquiry consisting of 3 options: Reply, View, and Delete.

→ **Reply**: On clicking this option, a dialogue box will open with a customizable "domain and sender name" with dynamic "From Email" and "Recipients". Enter the Subject and the content of the email in their respective areas and then click "Submit". The email will be sent to the sender.

This section does not have an editor to compose the content of the email.

→ **View:** This option will show you the contact details of the sender including the name, email id, phone number, and message.

→ **Delete:** This option will permanently delete all the details of the inquiry immediately.

Compose Email

In this section, you can mail any recipient as the main Admin of the website.

→ Here you have the name and email ID of the sender (which are pre-integrated) and the recipient section where you have to provide the recipient's email ID.

→ Write the subject of your email here.

→ In this editor, compose the content of your email.

→ Check thoroughly for each area and then hit "Send"

Dashboard / Compose Email

From

Name

Admin

Admin Email

demo@brightadmindemo.com

Subject

To

Recipients

Email Content

Send Test Email   Reset

Contact Us

Call Us: 503-928-5984

Email Us: support@brightdirectories.com

Web: www.brightdirectories.com

Reach us if you need technical support:

https://support.brightdirectories.com/

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