

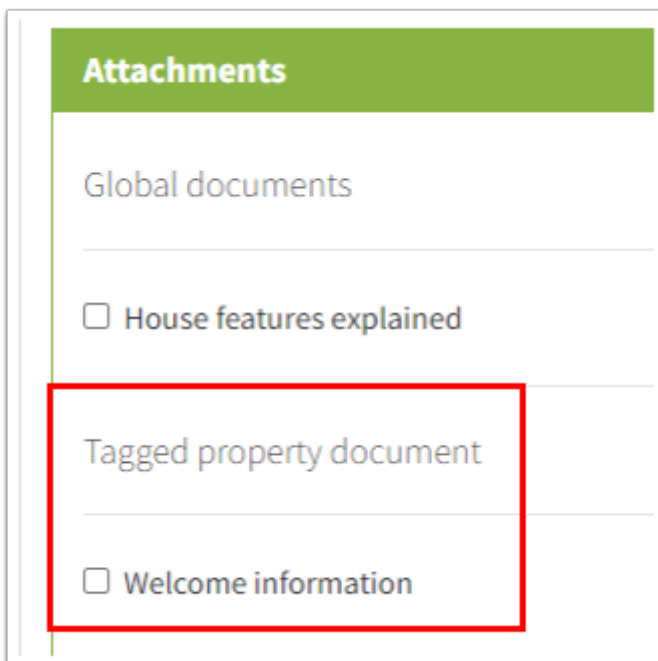
# How to send emails with property specific attachments

In order to schedule emails with property specific attachments the following needs have been done:

- a) Upload the property specific document to SuperControl.  
Please [see this help center guide](#) how to do this.
- b) Create an email template, which is to be used for the email.  
Please [see this help centre guide](#) how to create email templates.
- d) Create a letter group and add the letters to it.  
Please [see this help centre article](#) how to do this.
- c) Create the tags that will be used for the identification of the property documents  
Please [see this help centre guide](#) how and where to create them.

Start the scheduling process by going to **Email / Letters > Automated emails / SMS > select Show letter(s) in the drop-down to the right of the letter group > Go > click Edit to the right of the letter to be amended.**

- 1) Select all scheduling options as required.
- 2) In the section **Attachments**, you will find a sub-section **Tagged property document**.  
Select any/all documents that should be send with this email.



**Attachments**

Global documents

☐ House features explained

**Tagged property document**

☐ Welcome information

- 3) Select all recipient.
- 4) Click Update letter at the bottom.

