

QUICK GUIDE

EMAIL TEMPLATES

MODULE SETTINGS



Module settings > Quality

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These are the default **Email Templates** provided within Compliance.

Name	Created by	Created on	Last updated on	Last updated by
Assigned event	Service Account	04-22-2020	07-30-2020	Service Account
Assigned task	Service Account	04-22-2020	07-30-2020	Service Account
Overdue event	Service Account	04-22-2020	07-30-2020	Service Account

Select the link to open up the email template.

Reminder of upcoming event

ENGLISH DUTCH (NEDERLANDS) ESPAÑOL (AMÉRICA LATINA) FRANÇAIS (CANADA) NORSE (BOKMÅL)

Email draft ⓘ

*Template name
Reminder of upcoming event

Template description
Reminder of upcoming event template

Reminder of upcoming event – [Reporter]

B I U

[Reporter],
An event has been assigned for you to complete on [Project name].
Due date: [Date of event]
Recurrence: [Recurrence]
[Link to open event]
Event ID: [Unique ID]
Module: [Module name]

Use the @ function to bring up the drop-down list of variables you can use.

Default Email Templates are already set-up, but they can be edited as needed.

Select **Restore default template** or select **Save** if changes were made.

Close Restore default template Save