

QUICK GUIDE

EMAIL TEMPLATES

MODULE SETTINGS



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
Overdue Event workflow step				
Overdue task				
Reminder of upcoming event				
Reminder of upcoming task				

Select the link to open up the email template.

Reminder of upcoming event

ENGLISH DUTCH (NEDERLANDS) ESPAÑOL (AMÉRICA LATINA) FRANÇAIS (CANADA) NORSK (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