Editing Escalation and Reminder Settings

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You can edit escalation and reminder options one at a time by changing the previously set values.

To edit an escalation or reminder:

1. In the RiskVision, go to **Configuration** > **Workflows**. The **Workflows** page is displayed.
2. Select the workflow to open its details page.
3. Click **Edit** at the top-right corner of the details page.
4. Click the workflow stage in which you will want to edit escalations and/or reminders. The details are displayed.
5. Change the value or select the value in the row corresponding to the reminder or escalation option.
6. Click **Save** after editing the escalation and/or escalation options.