

Update an Email Template

Modifications to email templates take effect immediately.

To update an email template

1. Go to **Configuration > Email Templates**.
2. Select a template and then click **Details**. The template opens in a pane below the grid.
3. Click **Edit**.
4. In the **General** section, edit the following settings:
 - **Display Name:** Enter the short name for the template.
 - **Template Type:** Select the workflow type.
 - **Content Type:** Select either HTML or Plain text content type of a template.
 - **Description:** Enter information that will help others understand the use of template.
 - **Send Immediately:** Send notifications without sequencing.
 - **High Priority:** Send notifications with high importance.
 - **Sender Email Account:** Select the email account that will send the notifications. The RiskVision administrator's email account is used by default.
 - **Template text:** Author information that suits the template type. Text can be formatted using HTML.
5. When you finish modifying the template, click **Save**.