

## Edit Escalation and Reminder Settings

You can edit escalation and reminder settings one at a time.

### To edit an escalation or reminder:

1. Go to **Configuration > Workflows**.
2. Select a 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.
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.