Updating 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**.