How to Modify Email Templates

TI version 10.7

TRIAL INTERACTIVE

APPLICABLE TO:
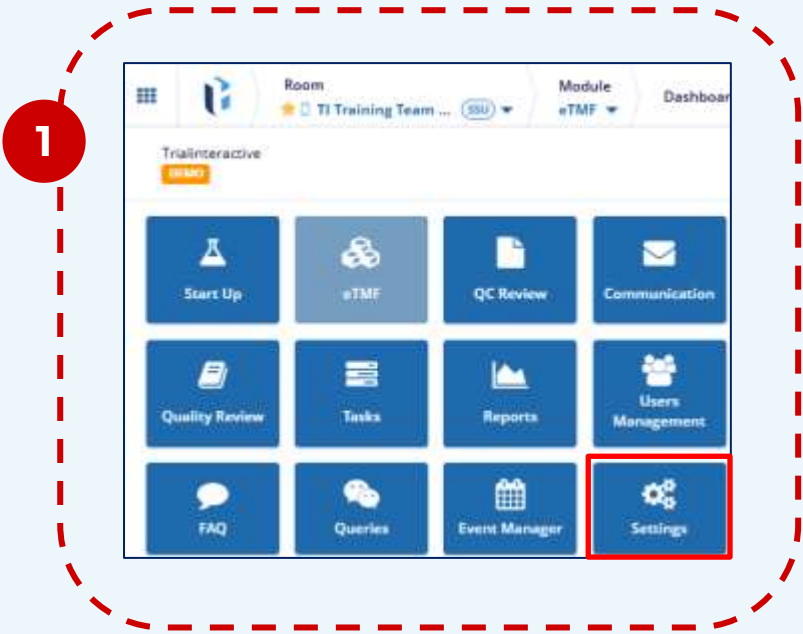
- ● Admin
- ○ Manager
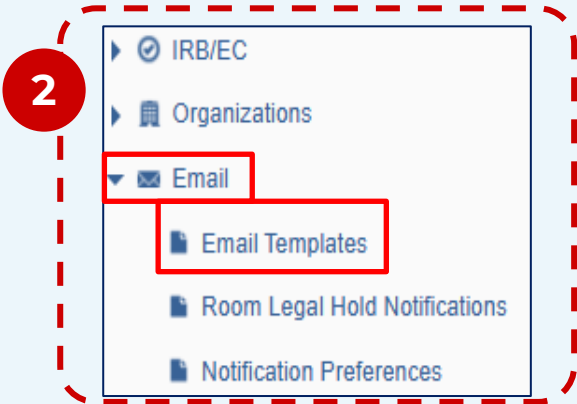- ○ Editor
- ○ Reader

- ● eTMF
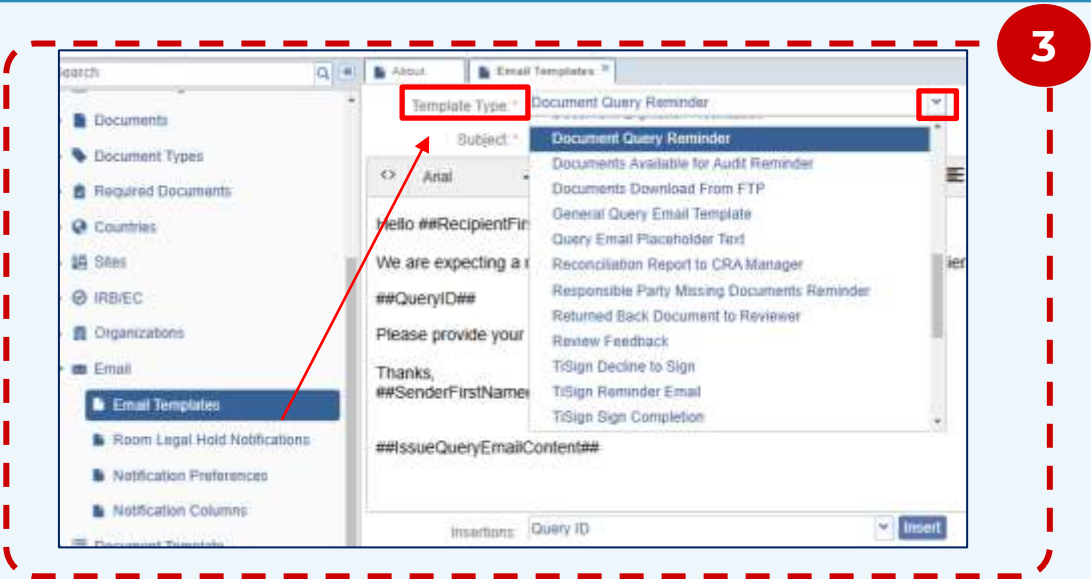- ● Study Start-Up

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1 Enter the desired study and select **Settings** within the Navigation Grid
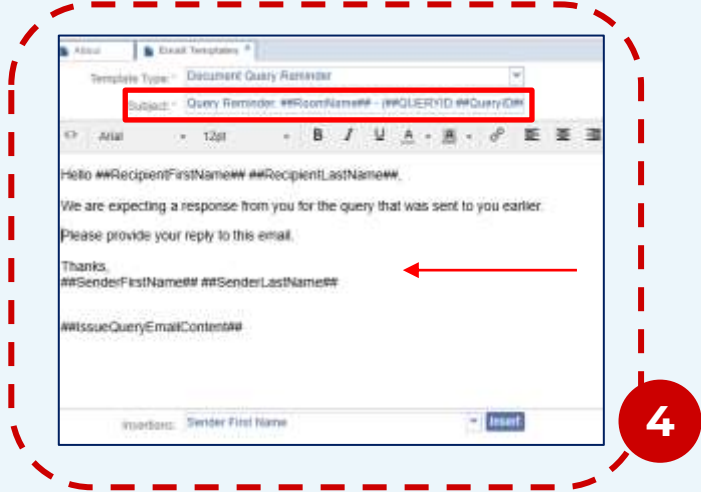

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2 In the navigation tree on your left, expand the **Email** category menu and choose the sub-menu **Email Templates**

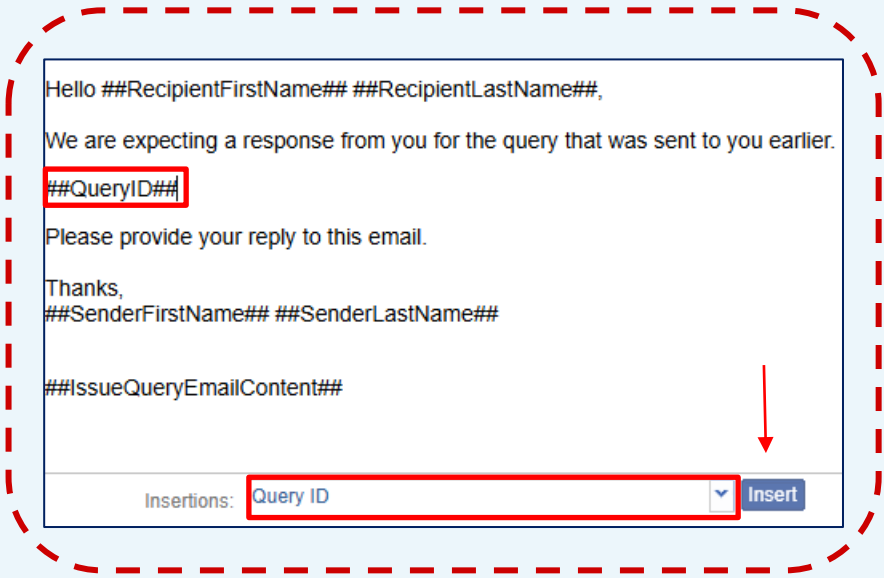**3** Choose your Template Type from the drop-down menu

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4 Modify the **Subject** field and email body with insertions (see next page) or free text, as needed.

Insertions

-Place cursor where the text should be entered.

-Choose the field to be used from the drop-down menu.

-Click Insert.

Hello ##RecipientFirstName## ##RecipientLastName##,

We are expecting a response from you for the query that was sent to you earlier.
##QueryID##

Please provide your reply to this email.

Thanks,
##SenderFirstName## ##SenderLastName##

##IssueQueryEmailContent##

Insertions: Query ID [Insert]

5 Click **Save** when finished

5

6 Click **Change Log** at the bottom right corner to view template updates

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