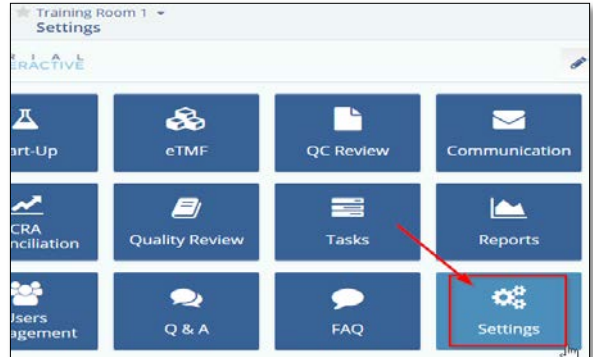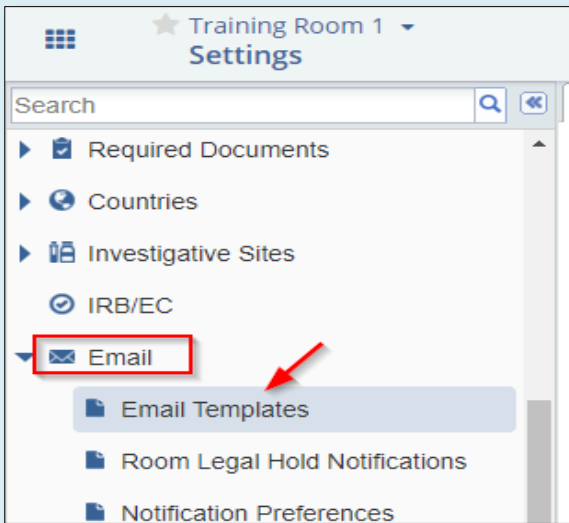# TRIAL INTERACTIVE

How to Modify Email Templates

Applicable to: ☑Administrators ☐Editors ☐Readers
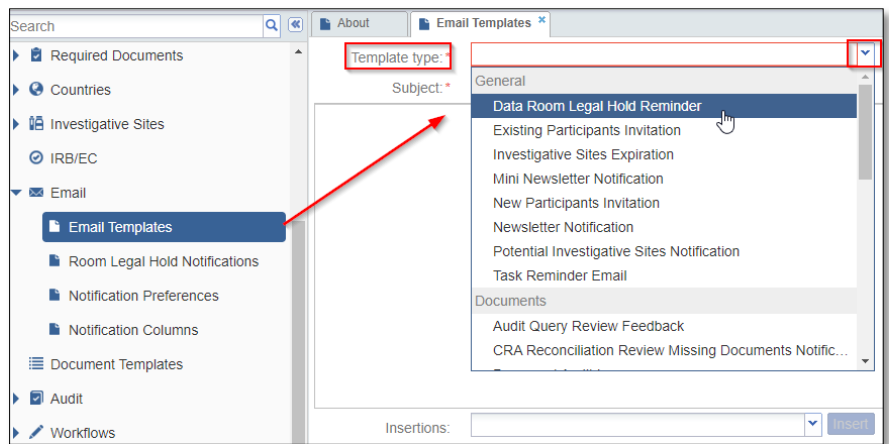☑eTMF ☑Study Start-up

1. Enter the study room and click on **Settings** within the Navigation Grid at the top left.
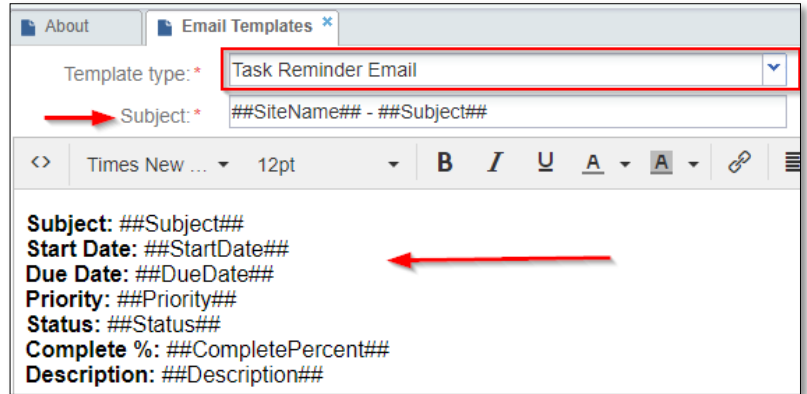
2. Expand the Email menu and choose the sub-menu **Email Templates.**

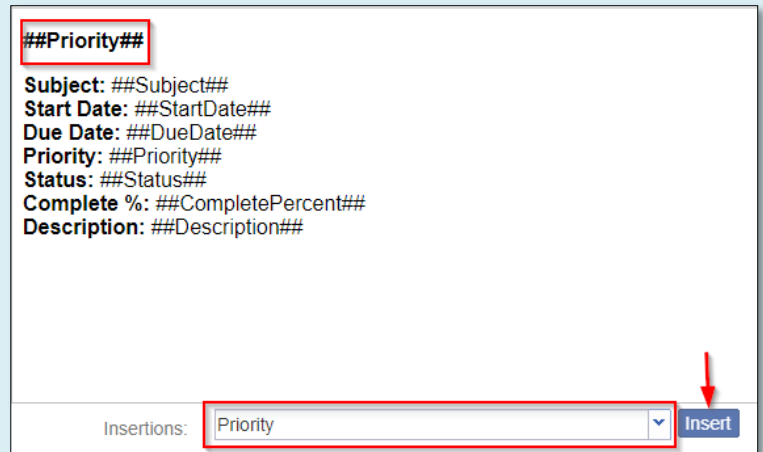3. Choose your Template type from the drop-down menu.

4. Modify the required Subject field and email body with insertions or free text, as needed.
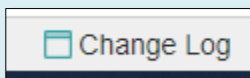

Insertions:

- place the cursor where text should be entered
- choose field to be used from drop down menu
- click **Insert**

5. Click **Save** when finished

6. Click **Change Log** to view updates

For any additional assistance, click …   ❓ Help   📗 Guide