How to Modify Email Templates

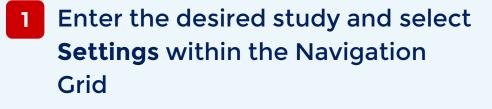
TI version 10.6

APPLICABLE TO:

- Admin
-) Manager
- **Editor**
- O Reader

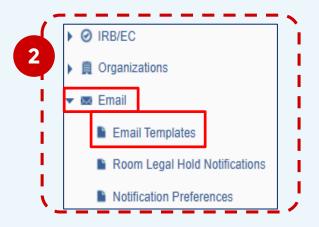
- eTMF
- Study Start-Up

TRIAL INTERACTIVE

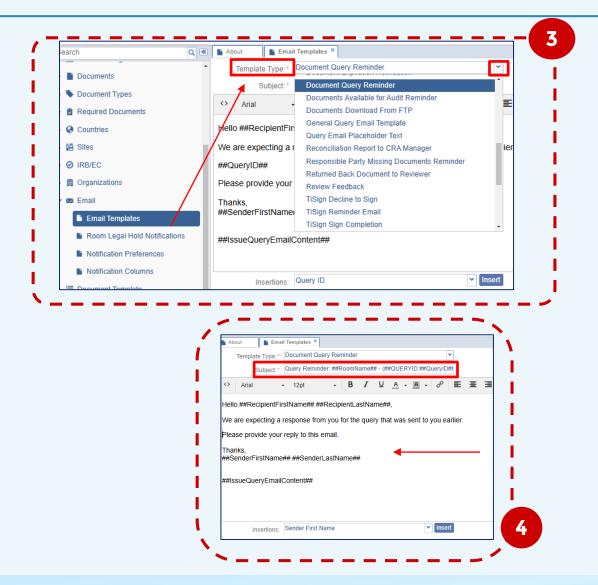


2 In the navigation tree on your left, expand the **Email** category menu and choose the sub-menu **Email Templates**





3 Choose your Template Type from the drop-down menu



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



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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##,	
Ne are expecting a response from you for the query that wa	as sent to you earlier.
##QueryID##	
Please provide your reply to this email.	
Thanks, ##SenderFirstName## ##SenderLastName##	
##IssueQueryEmailContent##	Ļ
Insertions: Query ID	✓ Insert





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





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