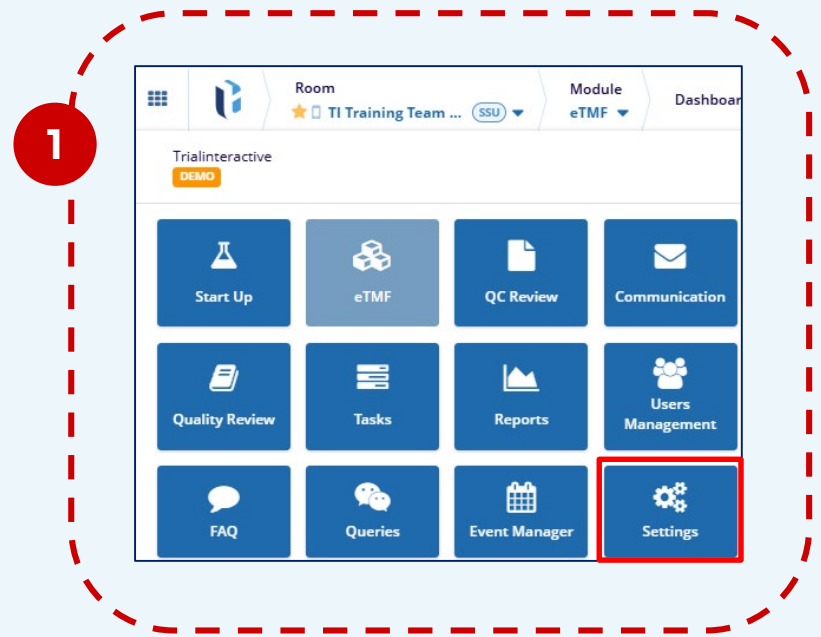


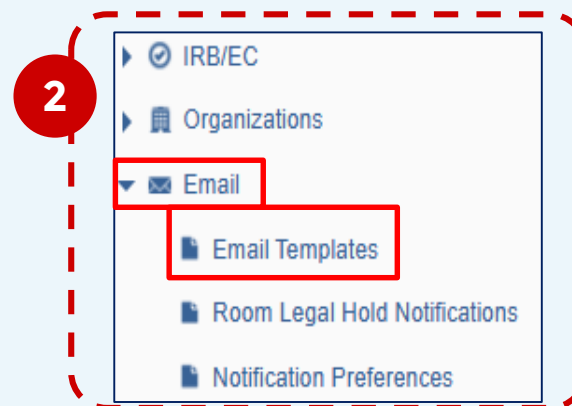
APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Study Start-Up

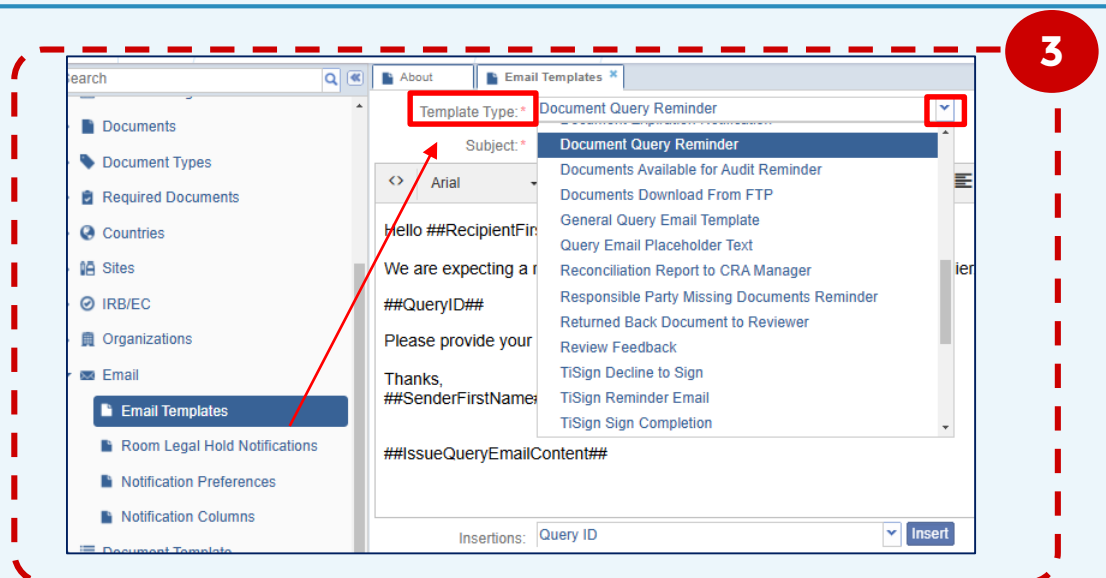
1 Enter the desired study and select **Settings** within the Navigation Grid



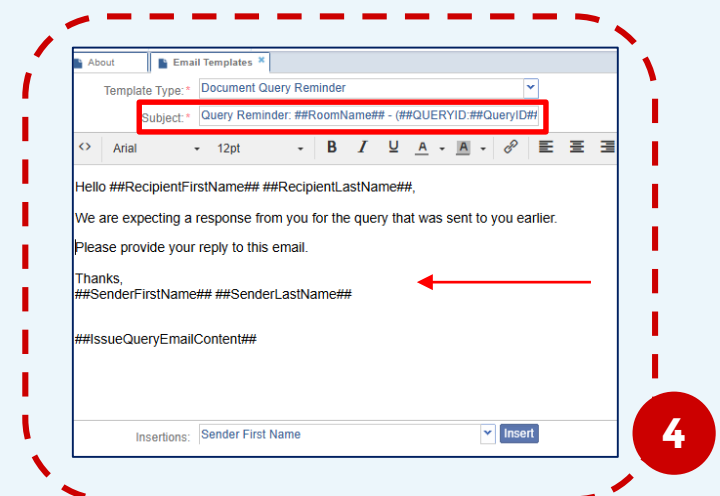
2 In the navigation tree on your left, expand the **Email** category menu and choose the sub-menu **Email Templates**



3 Choose your Template Type from the drop-down menu

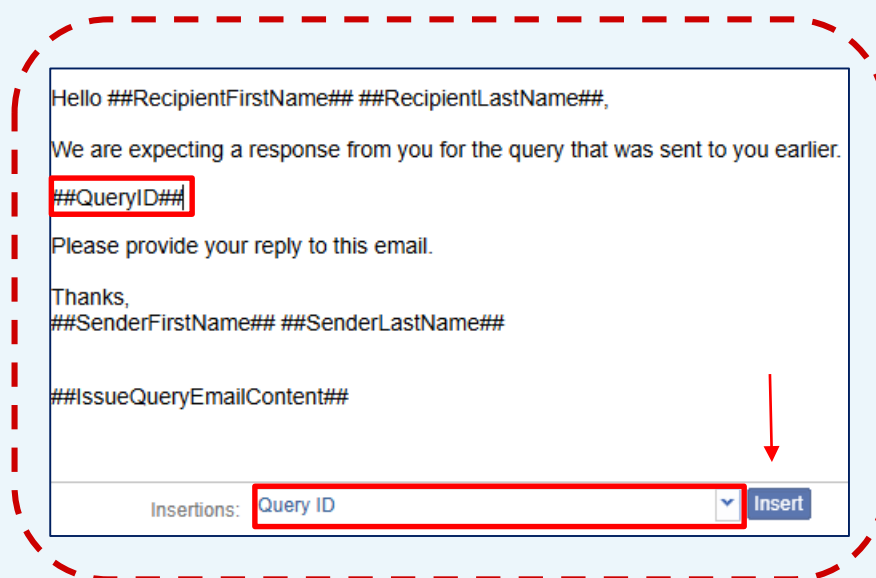


4 Modify the **Subject** field and email body with insertions (see next page) or free text, as needed.



Insertions

- Place cursor where the text should be entered.
- Choose the field to be used from the drop-down menu.
- Click Insert.



5 Click **Save** when finished



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

