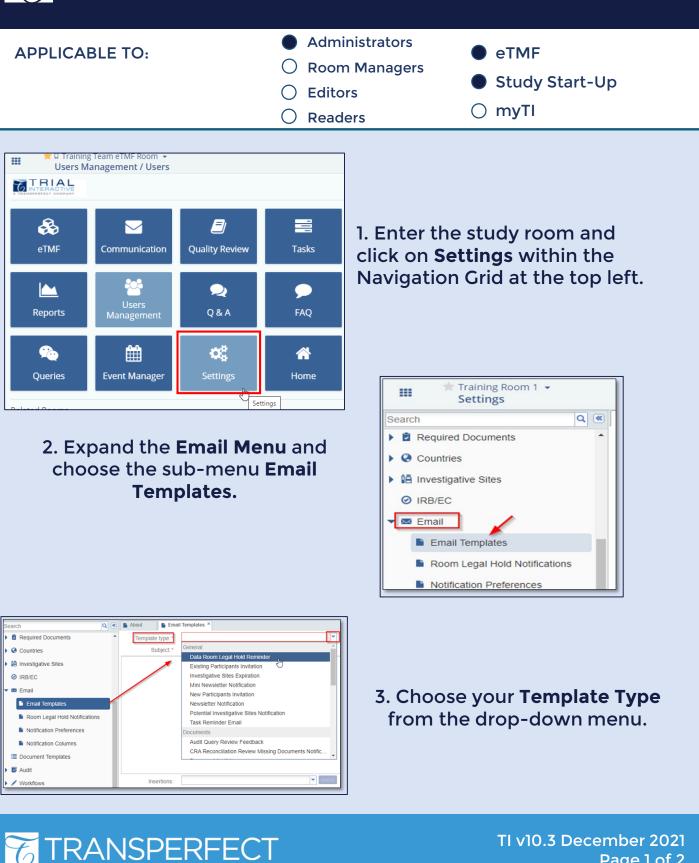
T R I A L INTERACTIVE

How to Modify Email Templates TI v 10.3



Page 1 of 2

T R I A L INTERACTIVE

How to Modify Email Templates TI v 10.3

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

About Email Templates *				
	Template type: *	Task Reminder Email	~	
Subject: * ##SiteName## - ##Subject##				
\diamond	Times New	• 12pt • B I <u>U</u> <u>A</u> • <u>A</u> • ∂		
Star Due Pric Star Cor	pject: ##Subject rt Date: ##Start Date: ##DueD prity: ##Priority# tus: ##Status## nplete %: ##Co cription: ##Des	Date## ate## ## mpletePercent##		

##Priority## Subject: ##Subject## Start Date: ##StartDate## Due Date: ##DueDate## Priority: ##Priority## Status: ##Status## Complete %: ##CompletePercent## Description: ##Description##	<u>Insertions:</u> -Place cursor where the text should be entered. -Choose the field to be used			
Insertions: Priority Insert	from the drop-down menu. -Click Insert.			
5. Click Save when finished.				
6. Click Change Log to view update	es.			