## **Email Templates**

Email templates are available for each type of email notification that is sent from the system to eTMF users. Email templates provide standard wording for the email body, using variables in places where the text will be determined by the specific scenario at the time the email is sent. For example, the bulk\_export\_documents\_failure email template contains standard text that informs the recipient that their bulk export of content from a list has failed. The template uses variables for the name of the recipient, the specific error that caused the failure, and the date. Users with Manage Email Templates permissions can edit the subject line and body text of an email template if needed.