

Edit an Email Template

Users with the appropriate permissions can edit an email template to:

- Change the wording within the subject line or body of the email
- Remove the template from use

Email templates can be edited on the Email Templates page in the View eTMF Configurations area. To access the Email Templates page, you must have Manage Email Template feature permissions.

1. Click on the More tab in the application header and select "View eTMF Configurations."
2. Click on the page Breadcrumb and select "Email Templates" from the menu (if not already selected). The Email Templates page appears.
3. Click on the Actions menu icon for an email template and select "Edit Email Template."
4. Make changes as needed to the **Subject** or **Email Body**. To make the template unavailable for use , select "No" in the **Is Active** field.
5. Click **Save**.