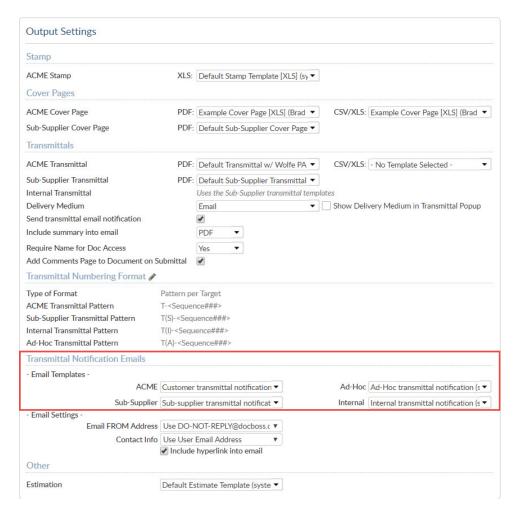
## **Selecting Email Template**

09/16/2024 1:38 pm MDT

If you want, you can change the Email Template that is used for any project.

To Get Here:

Project menu - (SetUp) Main, Scroll to Output Settings

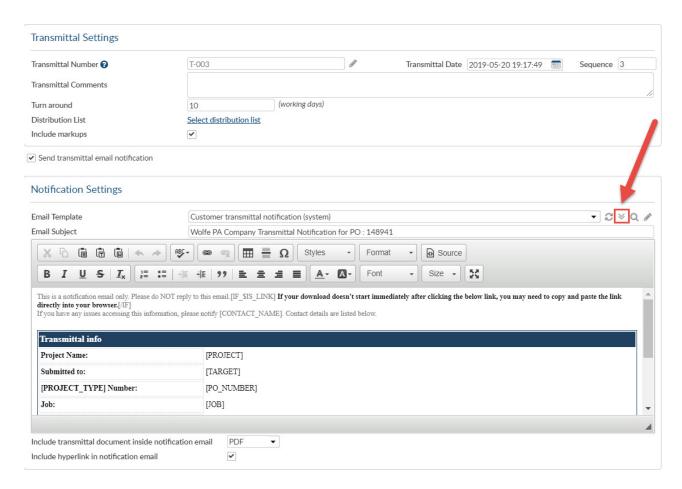


The drop-down (beside each Type of submittal) lists the available templates you have in your system. Once a template is selected you can always make changes prior to sending.

## **Edit Email Template**

Once you have started your submittal process you can edit the email notification.

Click the "Load Email Body Editor" icon



You can then click directly into the body and make any desired changes. You can not add new variables from here. That can only be done at the Admin level when setting up the Template- click here.