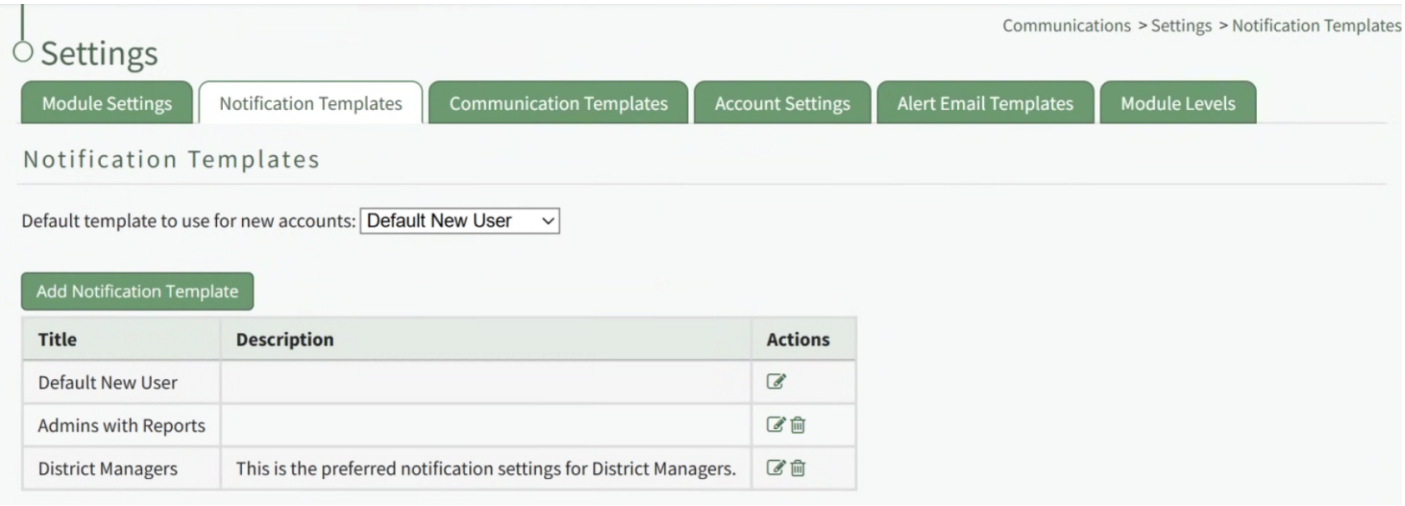
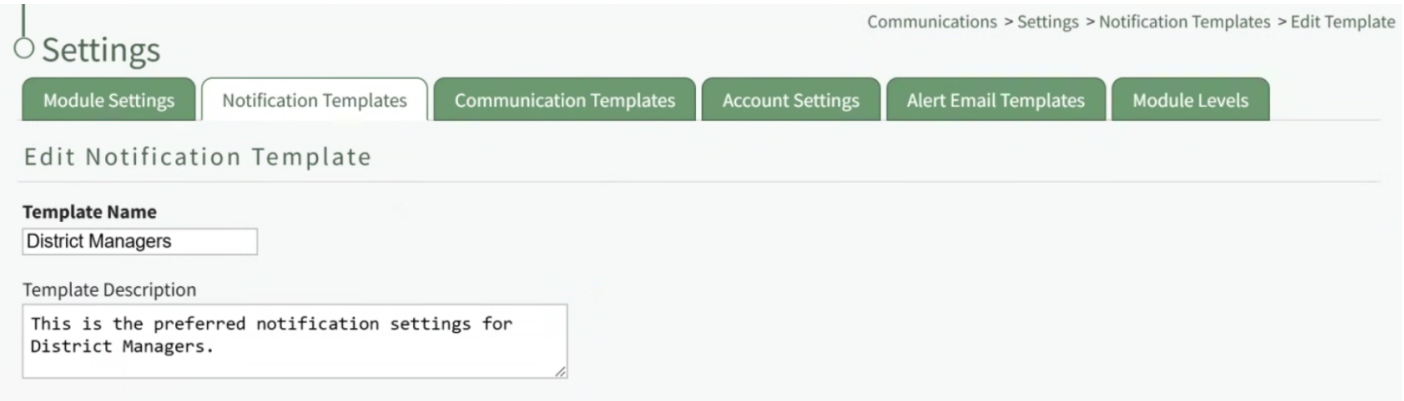
# Edit New User Notification Templates

To edit new user notification templates, go to the Notification Templates Tab on the Settings Page of the Communications Module.



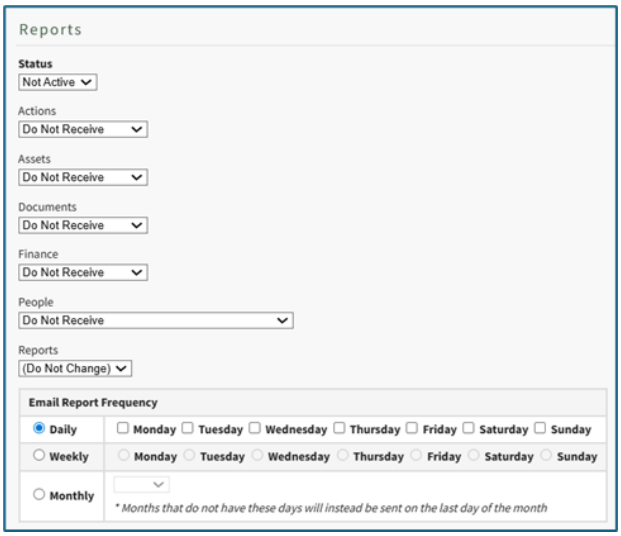

Existing templates will be shown in the Notification Template Table.

Select the edit icon in the action column of the template you wish to edit opening the Edit Notification Template Page.




A notification template is comprised of two parts: Reports and Alerts.

Indicate the desired status for email report notifications: Not Active or Active.

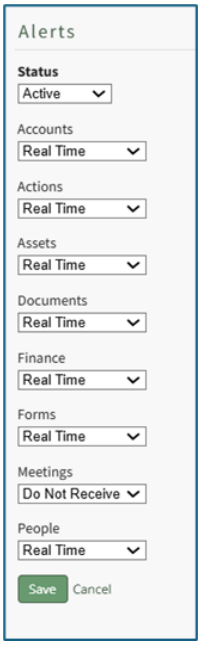



Alter the desired reports selected for each module or leave as “Do Not Receive”.

Email Report Frequency has three options: daily (or on specified days of the week), weekly (on the day of your choosing), or monthly (which requires the user to specify which numerical day of the month from a dropdown menu you wish to receive the report summary).

After setting template preferences for reports, scroll down to set template preferences for email alerts.

Alter email preferences as set by module through a dropdown menu with three options that designate when an email alert should be sent: “Real Time”, “Digest”, and “Do Not Receive”.




After making edits to your preferences for both Email Report and Email Alert Settings, select “Save”, returning you to the Notification Templates Tab on the Settings Page of the Communications Module.

The newly created notification template will now be shown on the Notification Template Table.

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