

# Emails

This area of “**System administration**” enables the user to modify the content of emails communicated from the system, the user needs to have an Admin role to make these changes.

## Modifying Subject Lines

The admin user can initially set the subject lines of all emails communicated from the system by:

1. Navigating to their profile page.
2. Clicking on “**Emails**” on the left menu list.
3. Under “**Customise email subject lines below.**” Click on “**Edit Email Subject lines**”.

**EDIT EMAIL SUBJECT LINES**

INVITE EMAIL SUBJECT:  
Invitation to Audit Comply

SCHEDULE ALERT EMAIL SUBJECT:  
Assessment Schedule Alert

SCHEDULE ALERT REMINDER EMAIL SUBJECT:  
Assessment Schedule Alert Reminder

AUDIT REPORT ALERT EMAIL SUBJECT:  
Assessment Submission Alert

INSPECTION REPORT ALERT EMAIL SUBJECT:  
Inspection Submission Alert

AUDIT FULL REPORT ALERT EMAIL SUBJECT:  
Completed Audit Report

INSPECTION FULL REPORT ALERT EMAIL SUBJECT:  
Completed Inspection Report

AUTO REPORT EMAIL SUBJECT:  
Rollup Report (Auto Email)

NON-CONFORMANCE ALERT EMAIL SUBJECT:  
Non-Conformance Alert

Cancel → Save Subject Lines

Here's a brief explanation for the context of each subject line:

- **Invite Email Subject** - The subject line of the email a user receives when they've been invited to the system.
- **Schedule Alert Email Subject** - the subject line for the initial alert email sent to a user when an assessment has been scheduled against them.
- **Schedule Alert Reminder Email Subject** - the subject line for the reminder email sent to a user when an assessment is due to be started or completed.
- **Audit Report Alert Email Subject** - the subject line for the alert email sent to a user when an audit has been submitted.
- **Inspection Report Alert Email Subject** - the subject line for the alert email sent to a user when an inspection has been submitted.
- **Audit Full Report Email Subject** - the subject line for the email sent to a user when a completed audit report from the portal is shared with another user. This can be done from opening a completed report on the portal and clicking the

**“Share Options” > “Email full report”.**

- **Inspection Full Report Email Subject** – the subject line for the email sent to a user when a completed inspection report from the portal is shared with another user. This can be done from opening a completed inspection report on the portal and clicking the **“Share Options” > “Email full report”**.
- **Auto Report Email Subject** – the subject line for an email sent to a user when the automatic Roll-up report of activity in an area since the last reporting period is generated.
- **Non-Conformance Alert Email Subject** – the subject line for an email sent to a user when a non-conformance has been assigned to them.e