Modify Assessment Submissions emails

1. Navigate to the **admins profile page** via the top right corner of the webpage, where the users username appears. Click the arrow and select "**My Profile**".
2. On the profile page click "**Emails**" on the left menu bar.
3. Click "**Customise Submission Alert Email**" under "**Change the content of emails sent from AuditComply below**".

This page contains the **editable content** for the email and to the right of this, a **preview** of how the email will look when it's sent out. Update the content accordingly.

- Clicking the "**Reset Content**" button will put the email content back to its original default state.
- Clicking the "**Add Audit Name**" will add the name of the assessment to the email. This can be added multiple times.
- Clicking the "**Add Auditor Name**" name will add the name of the user who performed the assessment. This can also be added multiple times.

Click "**Save**" to store the new format.