

Modify Schedule Alerts and Reminders 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 Schedule 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 it's original default state.
- Clicking the **"Add User Name"** will add the name of the assessment to the email. This can be added multiple times.
- Clicking the **"Add Audit/Inspection Name"** will add the name of the user who performed the assessment. This can also be added multiple times.
- Clicking the **"Add Audit/Inspection Type"** will add the type of assessment performed. This can also be added multiple times.
- Clicking **"Add Schedule Time"** will add the time at which the assessment was scheduled for completion.
- Clicking **"Add Schedule Site"** will add the site name that the schedule was created against.

Click “**Save**” to store the new format.