



These are the default **Email Templates** provided within Compliance.

Name	Created by	Created on	Last updated on	Last updated by
Assigned event	Service Account	04-22-2020	07-30-2020	Service Account
Assigned task	Service Account	04-22-2020	07-30-2020	Service Account
Overdue event	Service Account	04-22-2020	07-30-2020	Service Account

Select the link to open up the email template.

Use the @ function to bring up the drop-down list of variables you can use.

Default Email Templates are already set-up, but they can be edited as needed.

Select **Restore default template** or select **Save** if changes were made.