



The screenshot shows the 'Module settings' page for 'Safety' with a table of email templates. A callout points to the table, stating: "These are the default **Email Templates** provided within Compliance." The table lists templates like 'Assigned event', 'Assigned task', and 'Overdue event'. A second callout points to the 'Assigned event' link in the left sidebar: "Select the link to open up the email template." A third callout points to the '@' function in the editor: "Use the @ function to bring up the drop-down list of variables you can use." A fourth callout points to the 'Restore default template' button: "Select **Restore default template** or select **Save** if changes were made." A fifth callout points to the 'Assigned event' template in the editor: "Default Email Templates are already set-up, but they can be edited as needed." The editor shows a draft for 'Assigned event' with a description and a body containing variables like [Reporter], [Project name], [Date of event], etc. A dropdown menu is open showing a list of variables including Category, Date of event, Event title, Form name, etc. Buttons for 'Close', 'Restore default template', and 'Save' are at the bottom.

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				
Overdue Event workflow step				
Overdue task				
Reversed Event Workflow Notification				