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**Edit Email Content** ..... 1



# Edit Email Content

Edit email templates.

Field	Description
<b>Available keywords</b>	A list of keywords that dynamically add content to the email when it is created from the email template. <a href="#">[Recipient Name]</a> The name of the email recipient. <a href="#">[Applicant Name]</a> The name of the applicant. <a href="#">[Position Name]</a> The name of the position the applicant is applying for or inquiring about. <a href="#">[Link Key]</a> <b>WHAT IS THIS?</b> <a href="#">[Client Name]</a> The name of the client ( <b>DISTRICT FOR WHICH THE POSITION IS LISTED?</b> ) <a href="#">[Updated Time]</a> The time <b>WHAT</b> was updated. <a href="#">[Message List]</a> <b>LIST OF MESSAGES AVAILABLE FOR THE APPLICANT?</b> <a href="#">[Job Id]</a> The job ID for the pertinent position. <a href="#">[Job Description]</a> The job description.
<b>Record Type</b>	The type of record the template is. <b>WHERE IS THIS SET?</b>
<b>Config Type</b>	The type of configuration the template is. <b>WHERE IS THIS SET?</b>
<b>Template</b>	Use the WYSIWYG text area to edit the email template.

## Buttons

<b>Save</b>	Save your changes and return to the <a href="#">Email Template</a> page.
<b>Reset to system</b>	Reset the template to system settings.
<b>Cancel</b>	Cancel your changes and return to the <a href="#">Email Template</a> page.

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