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Edit Email Content

Edit email templates.

Field	Description
Available keywords	A list of keywords that dynamically add content to the email when it is created from the email template. [Recipient Name] The name of the email recipient. [Applicant Name] The name of the applicant. [Position Name] The name of the position the applicant is applying for or inquiring about. [Link Key] **WHAT IS THIS?** [Client Name] The name of the client (**DISTRICT FOR WHICH THE POSITION IS LISTED?**) [Updated Time] The time **WHAT** was updated. [Message List] **LIST OF MESSAGES AVAILABLE FOR THE APPLICANT?** [Job Id] The job ID for the pertinent position. [Job Description] The job description.
Record Type	The type of record the template is. **WHERE IS THIS SET?**
Config Type	The type of configuration the template is. This is set in the Developer Tools (only accessible by users who have developer permission) and cannot be changed here.
Template	Use the WYSIWYG text area to edit the email template.
Save	Save your changes.
Reset to system	Reset the template to system settings.
Cancel	Cancel and return to the previous page.

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