

# Create Email Notifications

Last Modified on 04/22/2020 9:43 am EDT

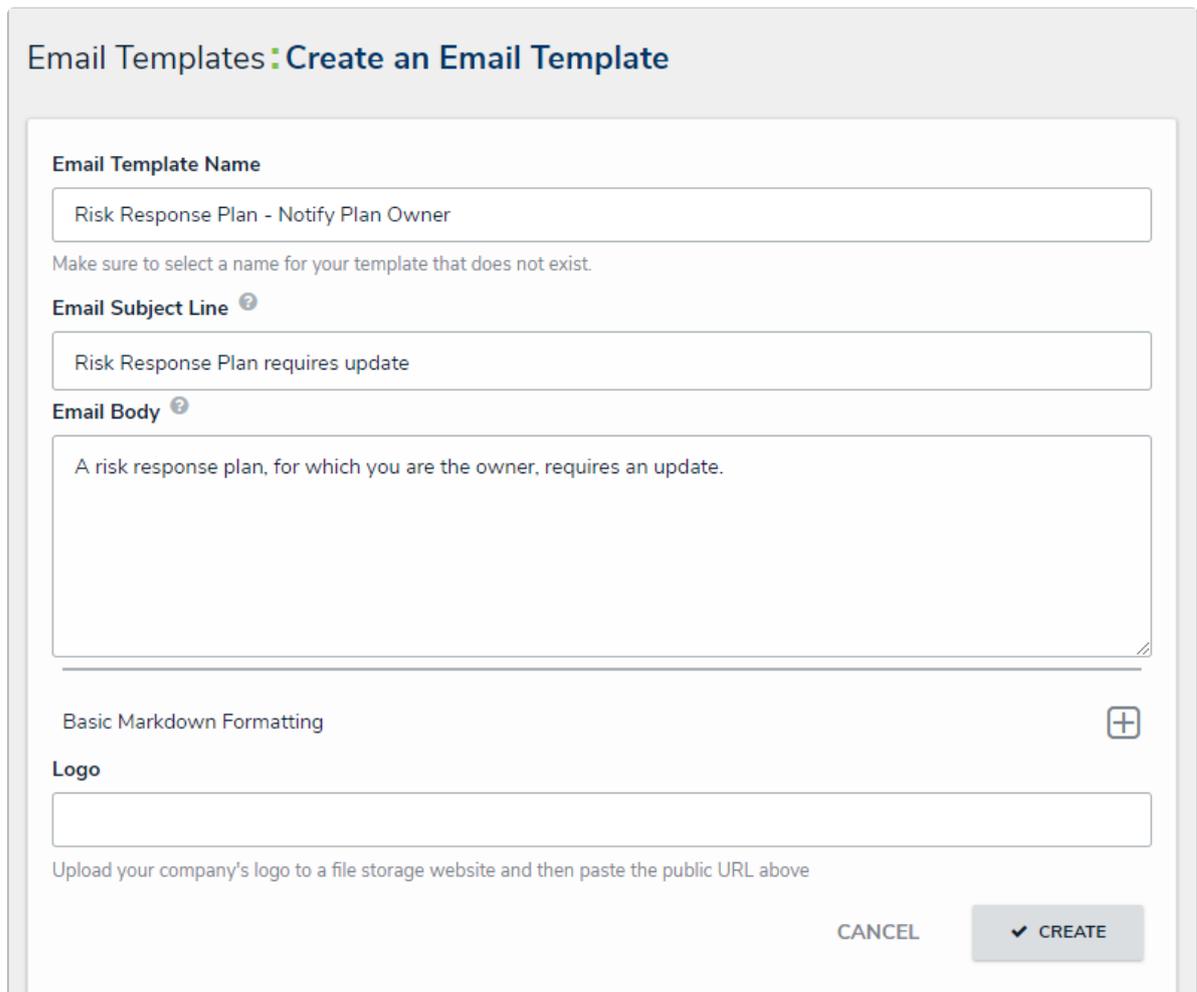
For more detailed information on email notifications and nightly triggers, see the [Email Templates](#) section and [Add a Trigger & Transition to a State](#) article in the **Resolver Core Administrator's Guide**.

## Create an Email Template

### To create an email template:

1. Click the  icon in the top bar > **Email Templates** in the **Other** section.
2. Click **Create Email Template** to display the **Create an Email Template** page.
3. Enter **Risk Response Plan - Notify Plan Owner** in the **Email Template Name** field.
4. Enter **Risk Response Plan requires update** in the **Email Subject Line** field.
5. Enter the following in the email body:

"A risk response plan, for which you are the owner, requires an update."



Email Templates: **Create an Email Template**

**Email Template Name**

Risk Response Plan - Notify Plan Owner

Make sure to select a name for your template that does not exist.

**Email Subject Line** ?

Risk Response Plan requires update

**Email Body** ?

A risk response plan, for which you are the owner, requires an update.

Basic Markdown Formatting 

**Logo**

Upload your company's logo to a file storage website and then paste the public URL above

CANCEL  CREATE

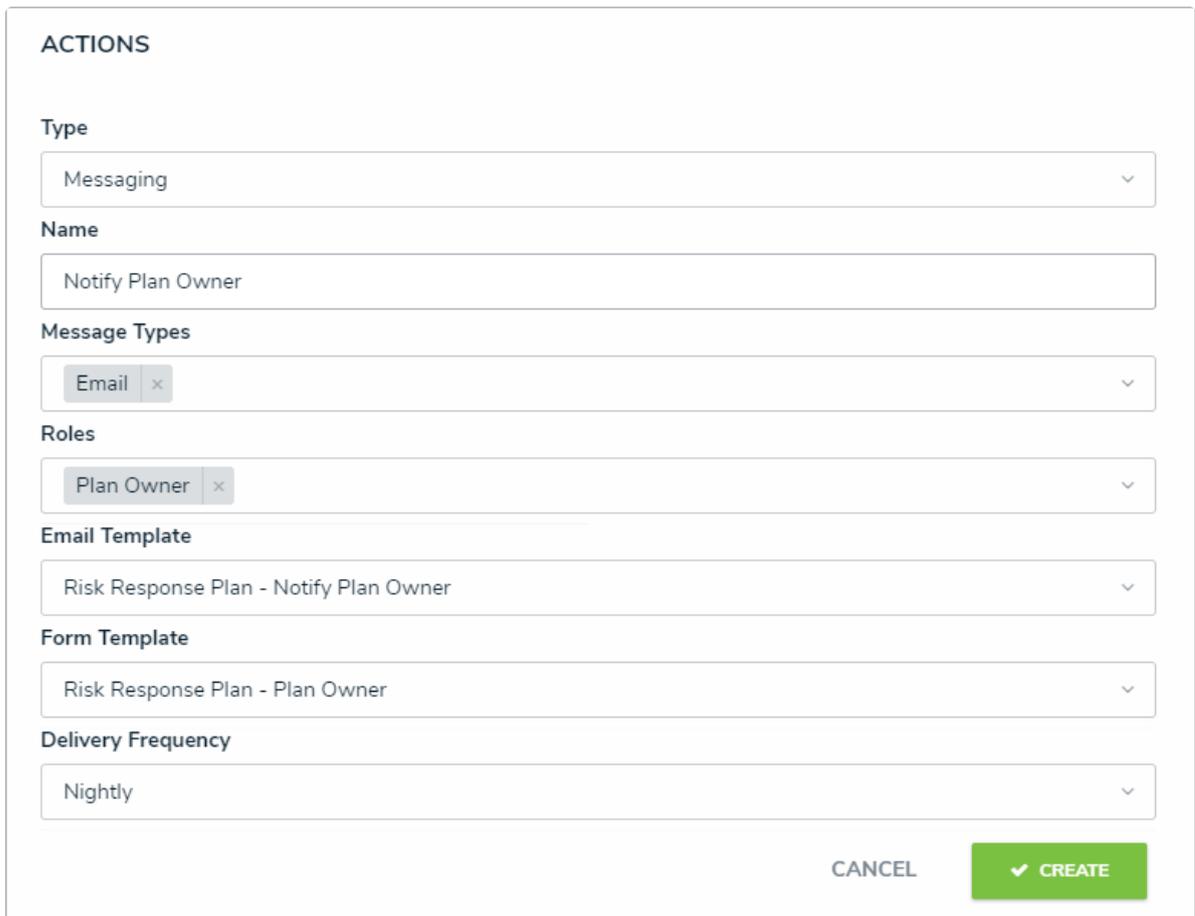
*The Create an Email Template page.*

6. Click **Create**.

## Add the Notification to a Nightly Trigger

### To add the email notification to a nightly trigger:

1. Navigate the **Edit Object Type** page for the **Risk Response Plan > Configure Workflow**.
2. Click the **Send for Update** trigger under the **Active** state.
3. Click the  icon next to the transition > **Add Action**.
4. Select **Messaging** from the **Type** dropdown menu.
5. Enter **Notify Plan Owner** in the **Name** field.
6. Select **Email** from the **Message Types** dropdown menu.
7. Select **Plan Owner** from the **Roles** dropdown menu.
8. Select **Risk Response Plan - Notify Plan Owner** from the **Email Template** dropdown menu.
9. Select **Risk Response Plan - Plan Owner** from the **Form Template** dropdown menu.
10. Select **Nightly** from the **Delivery Frequency** dropdown menu.



**ACTIONS**

Type  
Messaging

Name  
Notify Plan Owner

Message Types  
Email

Roles  
Plan Owner

Email Template  
Risk Response Plan - Notify Plan Owner

Form Template  
Risk Response Plan - Plan Owner

Delivery Frequency  
Nightly

CANCEL CREATE

*The Action section of the Edit Trigger palette.*

11. Click **Create**.