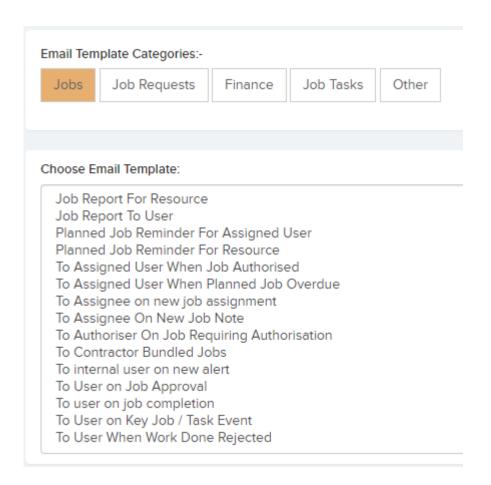# Email Templates

Email Templates allows you to design email templates to use when sending emails to users and resources / contractors triggered by key events in the system.

Select an email template you would like to create:

Once you have selected the template you wish to use, a text edit box will appear containing the structure of the email and a help card outlining how to customize the email, and how you can use tags to reflect live data e.g. [date] will display the current date and time.

After creating the template, select *Save*