



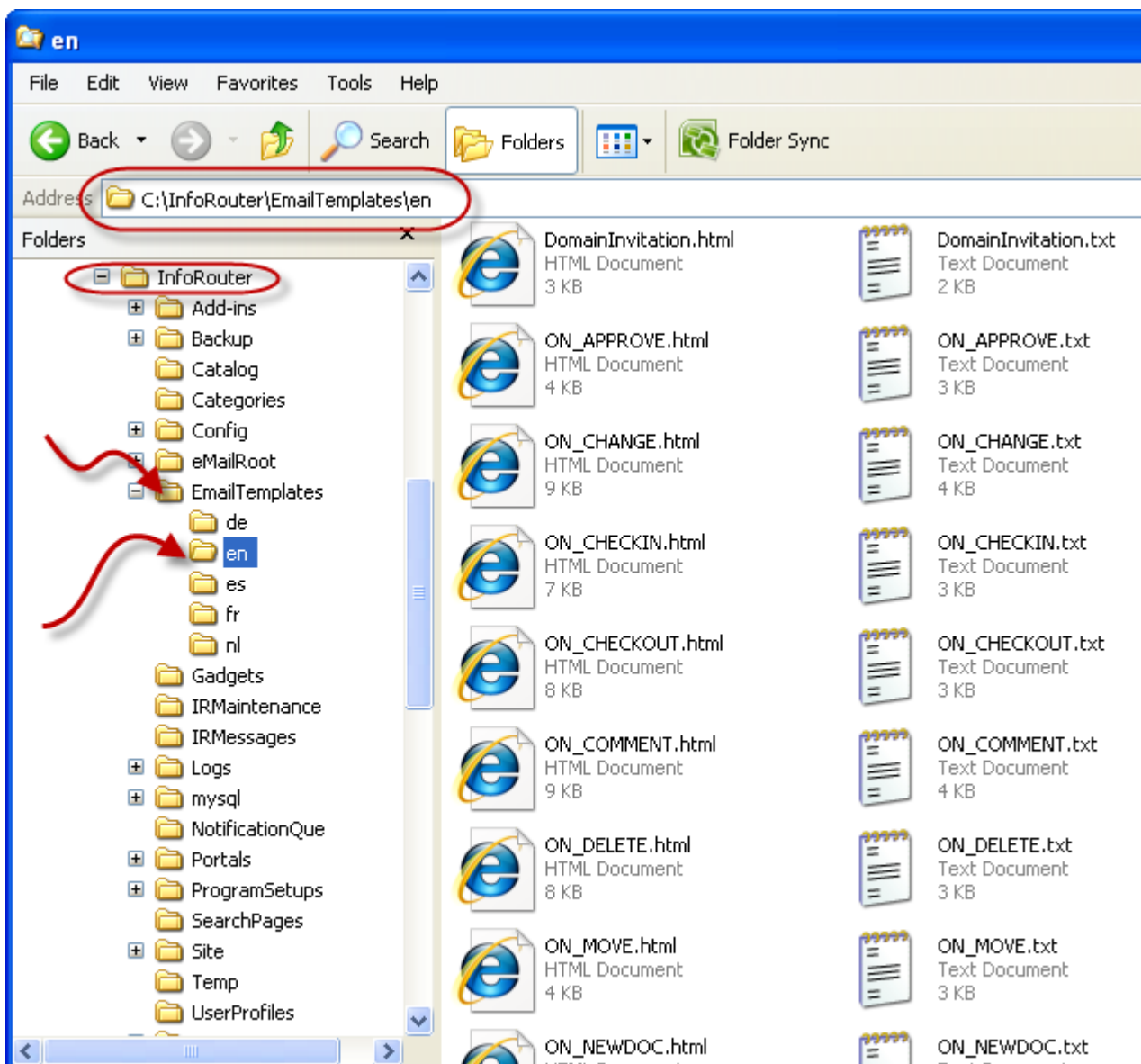
infoRouter - How to Modify Email templates
infoRouter Version 7.5 & 8.0
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How to Modify Email templates

infoRouter uses email templates to send out various notifications. These templates are located in the application directory. By default, the application directory is C:\inforouter but this may be different in your case depending on your preferences during the installation of infoRouter on your server. So if this directory does not exist, please check other disk locations such as D:\inforouter or E:\inforouter.

The email templates are categorized by language under a sub-directory called “EmailTemplates”

Navigate to your choice of language.



How to Modify Email templates

How to modify email templates:

Navigate to the infoRouter application directory.

Further navigate to the following path: C:\inforouter\EmailTemplates\en

Choose the email template you wish to modify.

Please do NOT edit the template directly because infoRouter will overwrite these in the next Live Update.

To modify or customize email templates, follow these steps:

- Copy the template you wish to modify
- Paste it into the same directory
- Rename the new template and add the “custom.” prefix.

Example:

The template you wish to modify is “PasswordReminder.html”

Copy the template and paste it into the same path.

Rename the template as “custom.PasswordReminder.html”

Live Update will NOT overwrite email templates that have the “custom.” prefix so your modifications will prevail.