



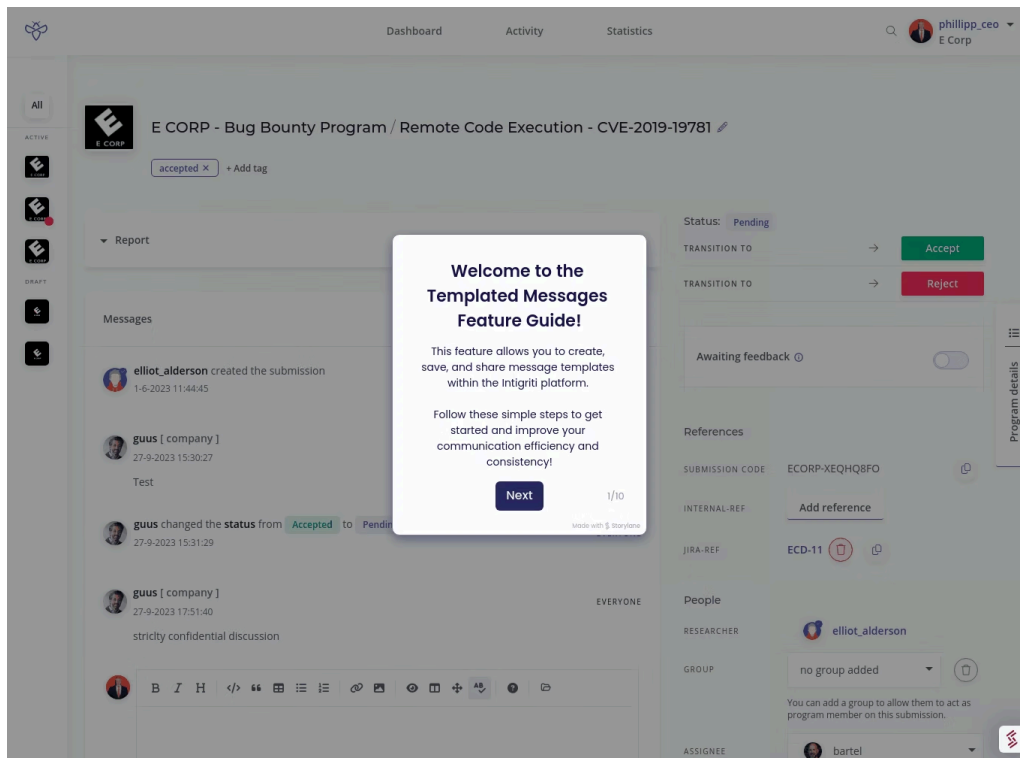
Introducing Message Templates

BY YANNICK MERCKX · MARCH 1, 2024 · LAST UPDATED ON JULY 28, 2025

In case you missed it, we recently introduced **message templates**! In our ongoing effort to improve your experience and productivity, we've introduced this neat feature to bring efficiency and consistency right to your fingertips.

Walk through our guided demo

To ensure you get the most out of our new message template functionality, we've prepared an interactive demo. This **step-by-step guide** will walk you through every aspect of **creating, managing, and using templates effectively within your workflow**. It's an excellent way to see firsthand how templates can transform your communication strategy.



[Take a tour](#)

Why Message Templates?

Save Time and Effort: With our pre-defined templates, you no longer need to start from scratch. Adapt and build upon these templates to save valuable time and effort, allowing you to focus on what truly matters.

Ensure Consistency: Our templates help maintain a high standard of communication across your programs. They provide a unified approach to similar situations, ensuring quality, compliance, and

adherence to best practices.

Perfect for Various Scenarios:

- Welcoming researchers upon their first submission.
- Initiating the review process for submissions.
- Communicating delays in the review process.
- Requesting further information or feedback.
- Announcing bonus rewards to researchers.
- Structured internal team communications.

How to manage your templates?

Navigate to 'User dropdown > Message templates' to add, edit, or delete your templates. Crafting personalized templates is a breeze with our intuitive interface, allowing you to incorporate variables and placeholders for a tailored experience.

Add personalization with variables and placeholders

Enhance your templates with dynamic content. Simply type "{{" to select a variable from the dropdown, such as `{{ Username }}`, `{{ Company Name }}`, or `{{ Submission Title }}`. Use placeholders to further customize your messages, ensuring no detail is overlooked.

In [our knowledge base](#), you will find more examples and detailed information on how to personalize your templates.

Sharing is Caring

Company administrators can share essential templates with all team members, ensuring consistent and efficient communication. Once shared, templates are readily available for use, fostering a collaborative and unified messaging standard.

We're excited for you to explore this feature and see the difference it makes. As always, your feedback is invaluable to us, so please don't hesitate to share your thoughts and experiences.

REQUEST A DEMO

intigrity.com/demo

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intigrity.com

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