Article Number: 274 | Rating: Unrated | Last Updated: Aug 3, 2017 at 4:47 PM			
Email Title:	Advising Appointment Reminder	**Email ID:**	91
Module:	Advising Appointment	**Email Recipient(s):**	Candidates
Email Trigger:	Number of days before advising appointment set in program settings to send email.		

The GradLeaders Standard Email template is Blank The email is sent by an agent CSO Admins may edit the email on the Job Program

The following is a list of defined replaceable parameters that may be used in the Advising Appointment Reminder template: AdvisorName - {advisorname} AdvisorPhone - {advisorphone} AppointmentDate - {appointmentdate} AppointmentLocation - {appointmentlocation} AppointmentName - {appointmentname} AppointmentTopic - {topic} AppointmentType - {appointmenttype} ClassYear - {classyear} Public Comments - {publiccomments} StudentFirstName - {studentfirstname} StudentLastName - {studentlastname} Time Zone -Â {timezone}

This email is controlled by the following program settings (if applicable): Program> Settings> Other> Advising Appointment Reminder Email: Yes Program> Settings> Other> Advising Appointment Reminder Email: (Number of days) Â NOTE: In order to send the reminder email form the advisor on the appointment, the job board setting for "Advising Agent reminder emails sent from advisor" must be set to yes.

Note: If you do not have access to the configuration, please use the â€œContactâ€• link above for assistance with modifying your email templates or contact an GradLeaders Representative

An example email: