

Article Number: 275 |
 Rating: Unrated |
 Last Updated: May
 29, 2018 at 3:54 PM

Email Title:	Appointment Add To Signup	Email ID:	39
Module:	Advising Appointment	Email Recipient(s):	Candidates (if an Advisor signs the Candidate up for the appointment) OR Admin/Advisor (if the Candidate signs themselves up for the appointment)
Email Trigger:	Admin adds a candidate to the appointment or when a candidate adds themselves to an appointment.		
The GradLeaders Standard Email template is Populated The email is sent automatically 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 Appointment Add To Signup template: AdvisorName - {advisorname} AdvisorPhone - {advisorphone} AppointmentDate - {appointmentdate} AppointmentLocation - {appointmentlocation} AppointmentName - {appointmentname} AppointmentTopic - {topic} AppointmentType - {appointmenttype} ClassYear - {classyear} Program - {program} Public Comments - {publiccomments} StudentFirstName - {studentfirstname} StudentLastName - {studentlastname} Time Zone - {timezone}			
This email is controlled by the following program settings (if applicable): Configuration: In order for school staff to receive the notification email, they must be set up with a school staff record and have answered yes to the 'Receive Notifications' question			
<i>Note: If you do not have access to the configuration, please use the "Contact" link above for assistance with modifying your email templates or contact a GradLeaders Representative</i>			
An example email:			

Posted by: KB Admin - Sep 21, 2010 at 11:00 AM. This article has been viewed 3073 times.
 Online URL: <http://kbint.gradleaders.com/article.php?id=275>