

Article Number: 276 |  
 Rating: Unrated |  
 Last Updated: Apr 2,  
 2021 at 12:45 PM

<b>Email Title:</b>	Appointment Cancel	<b>Email ID:</b>	41
<b>Module:</b>	Advising Appointment	<b>Email Recipient(s):</b>	Candidates Admin/Advisor
<b>Email Trigger:</b>	When an advisor cancels (deletes) an appointment, this email message is sent to the candidate signups. When a candidate cancels their appointment signup, this email message is sent to the advisor. NOTE: The "School Staff Receive Appointment Notifications" question needs to be included on the school staff survey and set to "Yes" for staff to receive the cancellation email when a student cancels the appointment.		
The Gradleaders Standard Email template is Populated The email is sent via a Pop Up 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 Cancel template: AdvisorName - {advisorname} AdvisorPhone - {advisorphone} AppointmentDate - {appointmentdate} AppointmentLocation - {appointmentlocation} AppointmentName - {appointmentname} AppointmentTopic - {topic} Appointment Type - {appointmenttype} ClassYear - {classyear} Public Comments - {publiccomments} StudentFirstName - {studentfirstname} StudentLastName - {studentlastname} Time Zone - {timezone}			
This email is controlled by the following program settings (if applicable): n/a			
<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>			
<b>An example email:</b>			

Posted by: KB Admin - Sep 21, 2010 at 11:00 AM. This article has been viewed 2897 times.

Online URL: <http://kbint.gradleaders.com/article.php?id=276>