Article Number: 276 | Rating: Unrated | Last Updated: Apr 2, 2021 at 12:45 PM			
Email Title:	Appointment Cancel	**Email ID:**	41
Module:	Advising Appointment	**Email Recipient(s):**	Candidates Admin/Advisor
Email Trigger:	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
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 a GradLeaders Representative
An example email: