Article Number: 300 | Rating: Unrated | Last Updated: Aug 3, 2017 at 3:35 PM			
Email Title:	Employer Cancel/Expire Job Posting	**Email ID:**	86
Module:	Job Board	**Email Recipient(s):**	CSO Administrators
Email Trigger:	When employer selects icons to Expire or Refresh Job Posting on job detail screen in Employer Dashboard		

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 Employer Cancel/Expire Job Posting template: ContactFirstName - {contactfirstname} ContactLastName - {contactlastname} ContactName - {contactname} JobTitle - {jobtitle} JobDesc - {jobdesc} JobNumber - {jobnumber} Organization - {orgname} PostDate - {postdate} AccountManager - {accountmanager}

This email is controlled by the following program settings (if applicable): Programs> Settings > Job Board Settings> Main> Job Board Email

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: