

Article Number: 790 |  
 Rating: Unrated | Last  
 Updated: Aug 4, 2017 at  
 9:40 AM

<b>Email Title:</b>	Admin Advising Reminder	<b>Email ID:</b>	190
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<b>GradLeaders Career Center Module:</b>	Advising Appointment	<b>Email Recipient(s):</b>	Admins
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<b>Email Trigger:</b>	This email is sent when an admin sets the number of days before an appointment they wish to receive an email. Once that date is reached, the email is sent.		
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The GradLeaders Career Center Standard Email template is Blank The email is sent 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 Admin Advising Reminder template: Appointment Signup Details - {appointmentsignupdetails} ContactName - {contactname} Public Comments - {publiccomments} Time Zone - {timezone}

This email is controlled by the following program settings (if applicable): The following questions need to be answered on the school staff record along with a valid email address: Do you want to receive appointment notifications? = YES Days before Appointment to Send Reminder = (Ex. 1 day) Â

*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*

**An example email:**

Posted by: KB Admin - Apr 8, 2013 at 8:00 AM. This article has been viewed 2535 times.

Online URL: <http://kbint.gradleaders.com/article.php?id=790>