

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
<b>GradLeaders Career Center Module:</b>	Advising Appointment	<b>Email Recipient(s):</b>	Admins
<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.		

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 2451 times.

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