| Article Number: 790 \| Rating: Unrated \| Last Updated: Aug 4, 2017 at 9:40 AM | | | |
|---|---|---|---|
| **Email Title:** | Admin Advising Reminder | **Email ID:** | 190 |
| **GradLeaders Career Center Module:** | Advising Appointment | **Email Recipient(s):** | Admins |
| **Email Trigger:** | 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 â€œContactâ€• link above for assistance with modifying your email templates or contact a GradLeaders Representative* | | | |
| **An example email:** | | | |