

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			
<i>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</i>			
An example email:			

Posted by: KB Admin - Sep 21, 2010 at 11:00 AM. This article has been viewed 2909 times.

Online URL: <http://kbint.gradleaders.com/article.php?id=276>