

Mail notifications Event Manager

There are some default mail notifications for classroom training and some that can be managed by the administrator in the course of editing the event. These latter will be marked with an * and explained below

Participants will receive an email notification

- on booking a delivery
- on delivery cancellation by admin
- on an appointment being added in booked delivery*
- on an appointment being deleted in booked delivery*
- on location, date/time or trainer change for appointment*
- on being removed as a participant from a delivery

Trainers will receive an email notification

- when added as trainer to an appointment
- when removed as trainer from an appointment
- on an appointment (in which they are a trainer) being added in a delivery*
- on an appointment (in which they were a trainer) being deleted in a delivery *
- on location or date/time change for an appointment in which they are a trainer*

Cases marked with *: in those instances, when the administrator makes the needed changes in the delivery/appointment, he will see a prompt asking whether an email notification should be triggered. He can control if these informations go out to booked learners or trainers or if he prefers to not send any (ex. if he still is in the planning phase).

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All emails containing appointment dates and/or locations will include .ics calendar files for inclusion into the learner's / trainer's own planner.

Revision #3

Created 16 January 2024 15:09:13 by Alain Zoja

Updated 16 September 2024 09:21:56 by Alain Zoja