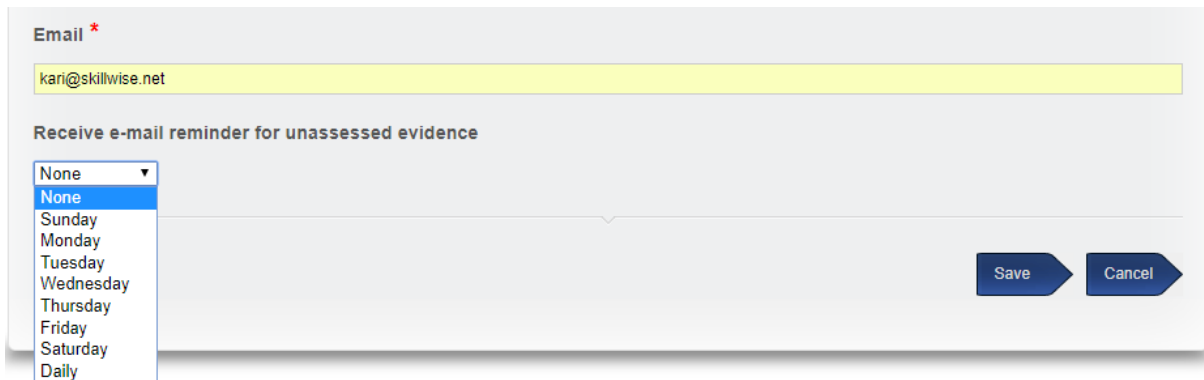


## Email summary notifications

Users can elect to receive summary email notifications.

To set these emails, users should go to Home >>Personal Details and scroll to the bottom of the page. Select “None”, a day of the week or “Daily” from the options. Please ensure your email address in the field above is also correct.



Email \*

kari@skillwise.net

Receive e-mail reminder for unassessed evidence

None  
None  
Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Daily

Save Cancel

For a full list of notifications

### Learner/Apprentice

Receive e-mail reminder for evidence assessed in the last seven days

Receive e-mail reminder for units signed off in the last seven days

### Assessor/Tutor

Receive e-mail reminder for unassessed evidence

### IQA/IV

Receive e-mail reminder for units signed off by assessors in the last seven days

### Line Manager

Receive e-mail reminders to confirm progress reviews

Receive e-mail reminders to confirm off the job training hours