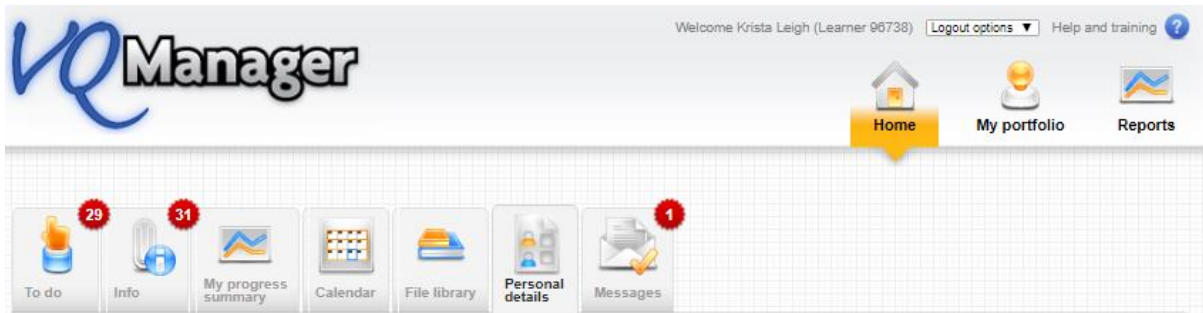


Frequently Asked Questions

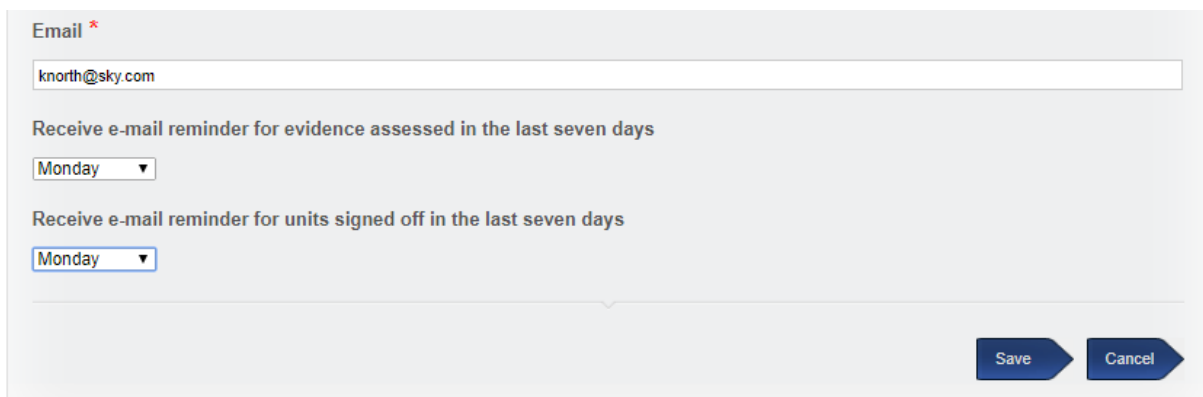
Email notifications for learners

Learners are able to change days to received email notifications in respect of activity in VQManager by their assessor.

The fields are located at the bottom of the “Personal Details” tab in the “Home” area.



By default the elected days are set as Monday but these can be changed using the drop down list.

The image shows a form titled 'Email *'. It contains an email address field with 'knorth@sky.com'. Below this are two sections, each with a dropdown menu. The first section is 'Receive e-mail reminder for evidence assessed in the last seven days' with a dropdown set to 'Monday'. The second section is 'Receive e-mail reminder for units signed off in the last seven days' with a dropdown set to 'Monday'. At the bottom right are 'Save' and 'Cancel' buttons.