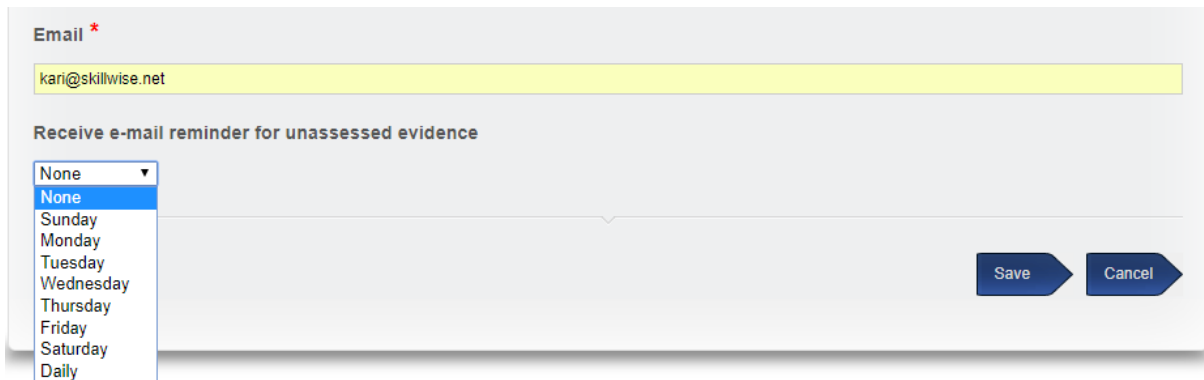


Email summary notifications

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.



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
- Receive e-mail reminder for missed assessment plan target dates
- Receive e-mail reminder for missed progress review planned dates

Assessor/Tutor

- Receive e-mail reminder for unassessed evidence
- Receive e-mail reminder of evidence returned by other users
- Receive e-mail reminder for missed assessment plan target dates
- Receive e-mail reminder for missed progress review planned dates

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
- Receive e-mail reminder for missed assessment plan target dates
- Receive e-mail reminder for upcoming progress review planned dates (next 14 days)
- Receive e-mail reminder for missed progress review planned dates