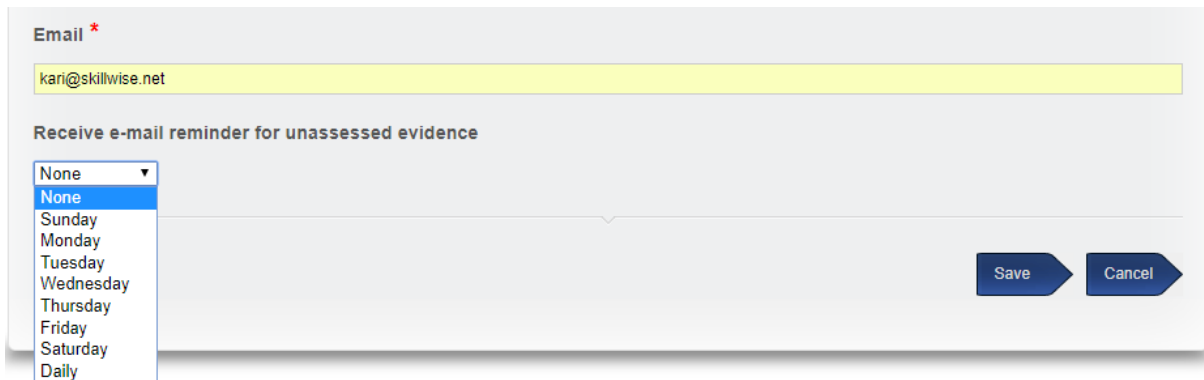


## Employer/ Line Manager Email Summary Notifications

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.



The screenshot shows a form titled "Email \*". The email address field contains "kari@skillwise.net". Below this is a section titled "Receive e-mail reminder for unassessed evidence" with a dropdown menu. The dropdown menu is open, showing options: "None", "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Daily". The "None" option is currently selected. To the right of the dropdown are two buttons: "Save" and "Cancel".

For a full list of notifications

### 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