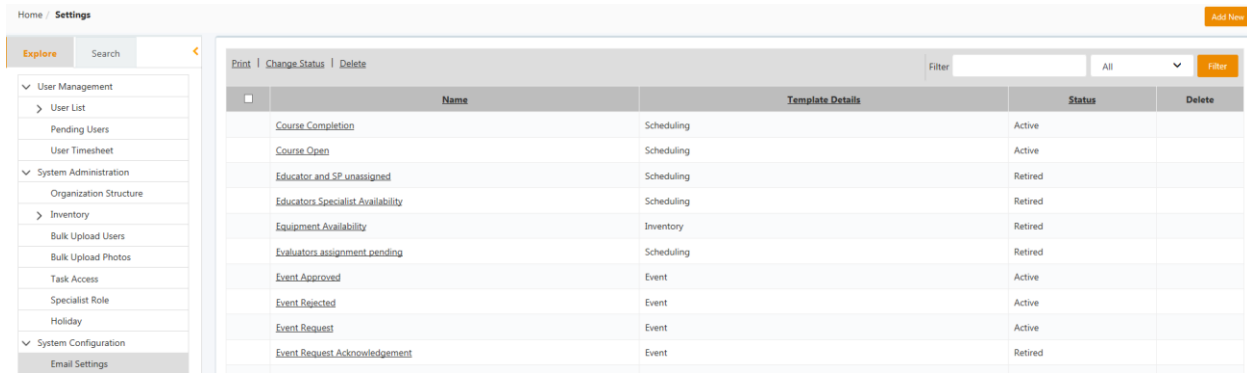


Email Settings

Use email templates to generate emails to users. You can add new templates and edit existing ones.



Name	Template Details	Status	Delete
Course Completion	Scheduling	Active	
Course Open	Scheduling	Active	
Educator and SP unassigned	Scheduling	Retired	
Educators Specialist Availability	Scheduling	Retired	
Equipment Availability	Inventory	Retired	
Evaluators assignment pending	Scheduling	Retired	
Event Approved	Event	Active	
Event Rejected	Event	Active	
Event Request	Event	Active	
Event Request Acknowledgement	Event	Retired	

By default, Email templates show a status of Retired. Email templates must be made active to be used.

To make an email template active:

1. Click **Settings > Email Settings**
2. Click the template name.
3. Change the **Status** to Active.
4. Click **Save**.

To add an email template:

1. Click **Settings > Email Settings > Add New**.
2. Complete the required fields.

Field	Description
Name*	Enter the name of the Email template.
Status*	Retired appears as the default (Email templates must be in Active status for use).
Type*	Select Schedule Reminder (to remind session attendees) or Custom Template from the drop-down list (if Custom Template is selected, the To Email default checkbox selections disappear).
Email Options	Click User Email to generate an Email for a single user based on this template. Click Group Email to generate an Email using this template for a group of users scheduled for a session (the picture below shows an Email template selected on that session's activity page).

Field	Description
From Account	Click Logged in User Profile to generate an Email using this template from the administrator who is currently logged onto SIMULATIONiQ Enterprise. Click System Account to generate a system-sent Email using this template (no response to the Email is permitted if the Email is system generated).
Advanced Options	Click Send Outlook Notification to generate an Outlook message to the designated user(s) when an Email is sent using this template. Click Show in Dashboard Message Center to generate a dashboard notification to the designated user(s) when an Email is sent using this template.
To	Select Administrator, SP, Educator or Learner (available for the Schedule Reminder template type). You can also enter Email addresses for users in the text field.
Cc	Enter Email addresses to be copied on Emails using this template in the text field.
Copy Template Details	If creating a new template from an existing template, select an existing template from the drop-down list.
Subject	Enter the title of the Email to be generated from this template.
Attachments	Click Add . Click Browse to search for a photo to add to the Email template. Press Upload to add the photo. Press Save Changes when you are finished.
Add Field	Select Schedule Name, Schedule Time, First Name, Scheduled Date, or Room Scheduled to add any of these fields to the body of the message.
Message*	Enter the text for the Email generated from this template.
* Required field	

Note: For some scheduling Email templates, you can enter primary, secondary, or employer Email addresses after clicking the applicable checkboxes on the template dialog page.

Existing Email templates

Template Type	Subject	Email Text
Course Completion	Successful completion of @@CourseName@@	<p>Dear @@Recipient@@,</p> <p>Congratulations on the successful completion of @@CourseName@@ course.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Course Open	@@CourseName@@ is now open for registration.	<p>Dear @@Recipient@@,</p> <p>The following course is now open for registration. Click the registration link from your dashboard to access.</p> <p>@@CourseName@@</p> <p>@@StartDate@@</p> <p>@@EndDate@@</p> <p>Regards,</p>

Template Type	Subject	Email Text
		<p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Educator and SP unassigned</p>	<p>You have been unassigned from @@ScheduleName@@ @@ScheduleDate@@ @@ScheduleTime@@</p>	<p>Dear @@Recipient@@,</p> <p>You have been unassigned from :</p> <p>Schedule Name = @@ScheduleName@@</p> <p>Schedule Time = @@ScheduleTime@@</p> <p>ScheduleDate = @@ScheduleDate@@</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Educators Specialist Availability</p>	<p>Educators Specialist Availability for Session</p>	<p>Dear @@Recipient@@,</p>

Template Type	Subject	Email Text
		<p>The following Specialists have confirmed/not confirmed their availability:</p> <p>Schedule Name = @@ScheduleName@@</p> <p>Schedule Time = @@ScheduleTime@@</p> <p>ScheduleDate = @@ScheduleDate@@</p> <p>@@Report@@</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Equipment Availability	Inventory Availability	<p>Dear #<Selected List> And Administrators#,</p> <p>The following equipment is available:</p> <p>#Due Date#</p> <p>#Equipment Name#</p>

Template Type	Subject	Email Text
		<p>#application link#</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Evaluators Assignment Pending</p>	<p>Reminder to complete evaluation</p>	<p>Dear @@Recipient@@,</p> <p>You have one or more evaluations pending.</p> <p>Please login into @@link@@ to review and complete evaluations assigned to you.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Event Approved</p>	<p>Notification an Event has been Approved</p>	<p>Dear @@Recipient@@,</p> <p>The following requested event has been approved.</p>

Template Type	Subject	Email Text
		<p>Event Name: @@EventName@@</p> <p>Event Date: @@EventDate@@</p> <p>Event Time: @@EventTime@@</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Event Rejected	Notification an Event has been Rejected	<p>Dear @@Recipient@@,</p> <p>The following event request has been rejected:</p> <p>Event Name: @@EventName@@</p> <p>Event Date: @@EventDate@@</p> <p>Event Time: @@EventTime@@</p> <p>Please contact the SIMULATIONiQ Enterprise System Administrator with any questions.</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>

Template Type	Subject	Email Text
Event Request	Notification an Event has been Requested	<p>Dear @@Recipient@ @,</p> <p>Administrators @@RequestedBy@ @ has requested an event.</p> <p>Event Name: @@EventName@ @</p> <p>Event Date: @@EventDate@ @</p> <p>Event Time: @@EventTime@ @</p> <p>Thanks & Regards, SIMULATIONiQ Enterprise Administrator.</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Event Request Acknowledgement	Notification to the requestor that an Event Acknowledgement has been received	<p>Dear @@Recipient@ @,</p> <p>We received your event request:</p> <p>Event Name: @@EventName@ @</p> <p>Event Date: @@EventDate@ @</p> <p>Event Time: @@EventTime@ @</p> <p>Duration : @@Duration@ @</p> <p>You will be notified by email if your event request is approved.</p> <p>Thanks & Regards, SIMULATIONiQ Enterprise</p>

Template Type	Subject	Email Text
		<p>Administrator.</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Forgot Password	New Password for Application	<p>Dear #User#,</p> <p>We received your request and have changed your password for the application.</p> <p>Your new password is: #password#</p> <p>#application link#</p> <p>Please contact your System Administrator with any questions.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Inventory Out of Stock	Inventory: Out of Stock notice	Dear #<Selected List> And Administrators#,

Template Type	Subject	Email Text
		<p>The following equipment is out of stock:</p> <p>#Equipment Name#</p> <p>#Threshold#</p> <p>#Quantity#</p> <p>#Available for User#</p> <p>#Already Scheduled#</p> <p>#Balance#</p> <p>#application link#</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Inventory Status	Inventory Status Reminder	<p>Dear #<Selected List> And Administrators#,</p> <p>The following equipment is below the minimum quantity level:</p> <p>#Equipment Name#</p>

Template Type	Subject	Email Text
		<p>#Threshold# #Quantity#</p> <p>#Available for User#</p> <p>#Already Scheduled# #Balance#</p> <p>#application link#</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Learner Assigned</p> <p>(Note: This Email provides the Session start time, not the Encounter start time.)</p>	<p>Session for [Request Date/Time]</p>	<p>Dear # Assigned Learners AND <Selected List> AND Administrators#,</p> <p>The following EMR patient is scheduled for this session:</p> <p>#Start Date and End/Due Date#</p> <p>#Schedule Name#</p> <p>#Scenario Name#</p> <p>#Schedule Time#</p>

Template Type	Subject	Email Text
		<p>#application link#</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Learner Unassigned	Session for [Request Date/Time]	<p>Dear #Assigned Learners AND <Selected List> AND Administrators#,</p> <p>You are no longer scheduled for the following session:</p> <p>#Request Date#</p> <p>#Requested By#</p> <p>#Schedule Name#</p> <p>#Scenario Name#</p> <p>#Schedule Time#</p> <p>#application link#</p> <p>Regards,</p>

Template Type	Subject	Email Text
		<p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>New User Added</p>	<p>New Login Credentials for Application</p>	<p>Dear #User#,</p> <p>Welcome to the SIMULATIONiQ Enterprise application.</p> <ol style="list-style-type: none"> 1. Please click the following link to access the SIMULATIONiQ Enterprise web site: #application link# 2. On the Login screen, type: <ul style="list-style-type: none"> Login ID: #Login ID# Password: #P# 3. Click the Sign In button. <p>Please contact your System Administrator with any questions.</p> <p>Regards,</p>

Template Type	Subject	Email Text
		<p>SIMULATIONiQ Enterprise System Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>No OMT performed notification</p>	<p>OMT Rater Responded as No OMT Performed</p>	<p>Dear @@Recipient@ @,</p> <p>OMT Rater Responded as No OMT Performed for the Session:</p> <p>Session Name: @@ScheduleName@ @</p> <p>Session Date: @@SessionDate@ @</p> <p>Session Time: @@SessionTime@ @</p> <p>Case Name: @@ScenarioName@ @</p> <p>Learner: @@LearnerName@ @</p> <p>Evaluator: @@EvaluatorName@ @</p> <p>Date: @@ScheduleDate@ @</p> <p>Regards,</p>

Template Type	Subject	Email Text
		<p>SIMULATIONiQ Enterprise System Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Participant Assigned for Event	Notification to a participant that they are assigned to an event.	<p>Dear @@Recipient@@,</p> <p>You are scheduled for the following event:</p> <p>@@EventName@@ @@EventDate@@ @@EventTime@@</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Participant Unassigned for Event	Notification to a user that they are not assigned to an Event.	<p>Dear @@Recipient@@,</p> <p>You are unassigned for the following event:</p> <p>@@EventName@@ @@EventDate@@ @@EventTime@@</p> <p>Regards, SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Pending User Approved	New Login Credentials for Application	Dear #<Selected List> AND Administrators#,

Template Type	Subject	Email Text
		<p>#Username# has requested access to the SIMULATIONiQ Enterprise system:</p> <p>#Username#</p> <p>#Full Name#</p> <p>#Date Signed#</p> <p>#application link#</p>
Pending User Rejected	Request Notification	<p>Dear #User#,</p> <p>We received your request to access the application. Your request has been rejected.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Request Canceled	Canceled Session Request for [Request Date/Time]	<p>Dear #Requested faculty AND <Selected List> AND Administrators#,</p>

Template Type	Subject	Email Text
		<p>The following session request has been canceled:</p> <p>#Request Date#</p> <p>#Schedule Name#</p> <p>#Scenario Name#</p> <p>#application link#</p> <p>Please contact your System Administrator with any questions.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Request Modified	Modified Session Request for [Schedule Name/Date/Time]	<p>Dear #Requested faculty AND <Selected List> AND Administrators#,</p> <p>Your session request has been modified and approved:</p>

Template Type	Subject	Email Text
		<p>#Request Date#</p> <p>#Schedule Name#</p> <p>#Scenario Name#</p> <p>#application link#</p> <p>Please contact your System Administrator with any questions.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Schedule Request	New Session Request for [Request Date/Time]	<p>Dear #<Selected List> AND Administrators#,</p> <p>#Requested By# has requested a session:</p> <p>#Schedule Name#</p> <p>#Institute Name#</p> <p>#DateTime#</p>

Template Type	Subject	Email Text
		<p>#Duration#</p> <p>#DateTime 2#</p> <p>#Duration 2#</p> <p>#application link#</p>
<p>Schedule Request Acknowledgement</p>	<p>New Session Request for [Schedule Name/Date/Time]</p>	<p>Dear #Requested By#,</p> <p>We received your session request:</p> <p>#Schedule Name#</p> <p>#Institute Name#</p> <p>#DateTime#</p> <p>#Duration#</p> <p>#DateTime 2#</p> <p>#Duration 2#</p> <p>You will be notified by email if your session request is approved.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p>

Template Type	Subject	Email Text
		<p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Schedule Report Generation Acknowledgement</p>	<p>Scheduled Report Generation Acknowledgement</p>	<p>Scheduled report(s) are generated on @@GeneratedOn@@.</p> <p>Regards,</p> <p>This is an automated email. Please do not reply to this email.</p>
<p>Self-Signup Acknowledgement</p>	<p>Self-Registration</p>	<p>Dear #User#,</p> <p>We received your request to access the application. If your application is approved, you will be notified by email.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise System Administrator</p> <p>This is an automated email. Please do not reply to this email.</p>
<p>Self-Signup Notification</p>	<p>Login Credentials for SIMULATIONiQ Enterprise Application</p>	<p>Dear #<Selected List> AND Administrators#,</p>

Template Type	Subject	Email Text
		<p>#Username# has requested access to the SIMULATIONiQ Enterprise system.</p> <p>#Username#</p> <p>#Full Name#</p> <p>#Date Signed#</p> <p>#application link#</p>
Session Canceled	Canceled Session for [Request Date/Time]	<p>Dear #Requested faculty AND <Selected List> AND Administrators#,</p> <p>The following session request has been canceled:</p> <p>#Request Date#</p> <p>#Schedule Name#</p> <p>#Scenario Name#</p> <p>#application link#</p> <p>Please contact your System Administrator with any questions.</p>

Template Type	Subject	Email Text
		<p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Session Rescheduled – Educators</p>	<p>Confirmed Session for [Request Date/Time]</p>	<p>Dear #All Educators AND <Selected List> AND Administrators#,</p> <p>The following session has been rescheduled:</p> <p>#Request Date#</p> <p>#Requested By#</p> <p>#Schedule Name#</p> <p>#Scenario Name#</p> <p>#Schedule Time#</p> <p>#application link#</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p>

Template Type	Subject	Email Text
		<p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Session Rescheduled – Learners</p>	<p>Rescheduled Session for [Request Date/Time]</p>	<p>Dear #All Learners AND <Selected List> AND Administrators#,</p> <p>The following session has been rescheduled:</p> <p>#Request Date#</p> <p>#Requested By#</p> <p>#Schedule Name#</p> <p>#Scenario Name#</p> <p>#Schedule Time#</p> <p>#application link#</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>

Template Type	Subject	Email Text
<p>SP/Educators/Support Staff assigned to session</p>	<p>Assigned to Session @@ScheduleName@@ scheduled @@ScheduleDate@@ @@ScheduleTime@@</p>	<p>Dear @@Recipient@@,</p> <p>You are scheduled for the following session:</p> <p>Session Name : @@ScheduleName@@</p> <p>Scenario Name : @@ScenarioName@@</p> <p>Role: @@Role@@</p> <p>Evaluation Type : @@EvaluationType@@</p> <p>Evaluation Due Date : @@DueDate@@</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
<p>Statistics Generation Acknowledgement</p>	<p>Statistics Generation Acknowledgement (Scores and Reports)</p>	<p>Statistics Generation Acknowledgement @@GeneratedOn@@.</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p>

Template Type	Subject	Email Text
		<p><i>This is an automated email. Please do not reply to this email.</i></p>
Survey Assigned	<p>Survey Assigned @@SurveyName@@ Due Date @@DueDate@@</p>	<p>Dear @@Recipient@@,</p> <p>The following session has been scheduled:</p> <p>Survey Name = @@SurveyName@@</p> <p>Due Date = @@DueDate@@</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>
Suspicious Note notification	<p>SOAP Note Marked as Suspicious</p>	<p>Dear @@Recipient@@,</p> <p>The following SOAP Note Marked as Suspicious:</p> <p>Session Name: @@ScheduleName@@</p>

Template Type	Subject	Email Text
		<p>Session Date: @@SessionDate@@</p> <p>Session Time: @@SessionDate@@</p> <p>Case Name: @@ScenarioName@@</p> <p>Learner: @@LearnerName@@</p> <p>Evaluator: @@EvaluatorName@@</p> <p>Date: @@ScheduleDate@@</p> <p>Regards,</p> <p>SIMULATIONiQ Enterprise System Administrator</p> <p><i>This is an automated email. Please do not reply to this email.</i></p>