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Administrator Topic

Email Tags

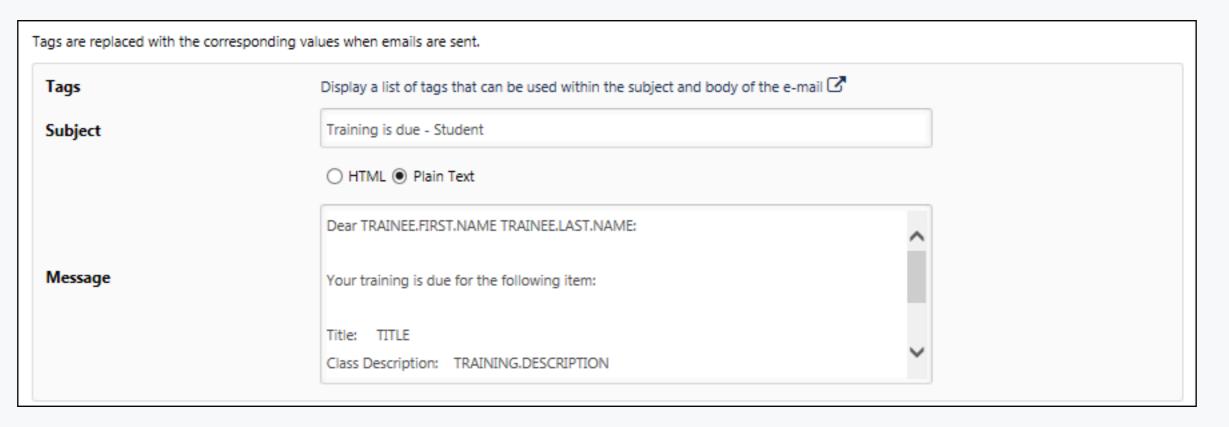
Email tags can be included in email templates that allow you to automatically substitute specific information, such as the User's name, the Approver's name, the Price of the training, the Date of the Request was made, etc., in any new email created. Clicking the **Display a list of tags that can be used within the subject and body of the Email** link within the new Email template will display the tags that can be used in that specific Email.

For emails that support the "RECIPIENT.FIRST.NAME" and "RECIPIENT.LAST.NAME" tags, these tags always populate with the name of the person who receives the email. For example, if you have an email where the "To" field is set to "Instructor", if a Session has multiple instructors, using the "INSTRUCTOR.FIRST.NAME" and "INSTRUCTOR.LAST.NAME" tags may not align to the email recipient. However, addressing the email "Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME" will ensure the name is correct.

The tags used in this example are:

- TRAINEE.FIRST.NAME
- TRAINEE.LAST.NAME
- TITLE

- TRAINING.DESCRIPTION
- DURATION



Example of how these tags would appear to users in an email.

Dear CES Admin:
Your training is due for the following item:
Title: Ethics Training Class Description:
Training Hours: 0 hours 30 min
Training Credits: 0
Price: \$0.00



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Email Administration
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System Email Administration

Email Tags

Email Tags That Support SSO Functionality

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Email Administration Quick Reference Card

Galaxy Unified Navigation

Cornerstone Gen-AI - Assist Tool (Open Beta)

General Minimum Requirements

Groups

Integrations for Core/General

Language and Translations