Subject: New Requests (Request/Task ID)

Greetings (SAM Name),

You have a new request that needs your attention that is submitted by (Student ID, Student Name) regarding (Request Type).

Regards,

System Auto-Generated Message

Subject: (Request/Task ID) is being assigned to you

Greetings (Academic Staff Name),

You have a request that is being assigned to you by(SAM Name). The request is being sent by (Student ID, Student Name) regarding (Request Type). Please note that this request will be due in 48 hours.

Regards,

System Auto-Generated Message

Subject: Pending actions for (Request/Task ID)

Greetings (Academic Staff Name),

You have pending actions for a request that is being assigned to you by(SAM Name). The request is being sent by (Student ID, Student Name) regarding (Request Type). Please note that this request will be due in 24 hours.

Regards,

System Auto-Generated Message

Subject: Pending actions for (Request/Task ID)

Greetings (SAM Name),

You have pending actions for a request. The request has already been (approved/rejected) by (Academic Staff Name).

The request is being sent by (Student ID, Student Name) regarding (Request Type).

Regards,

System Auto-Generated Message

Subject: More information required for (Request/Task ID)

Greetings (Student ID, Student Name)

The request that you have submitted (Request/Task ID) contains insufficient information.

The (Academic Staff Name) has requested for more information regarding (Comments).

Please reply to this email containing the information that is needed to ensure that your request is being fulfilled.

Regards,

System Auto-Generated Message

Subject: The request (Request/Task ID) has been approved.

Greetings (Student ID, Student Name)

The request that you have submitted (Request/Task ID), (Request Type) has been approved by (SAM Name).

Regards,

System Auto-Generated Message

Subject: The request (Request/Task ID) has been rejected.

Greetings (Student ID, Student Name)

The request that you have submitted (Request/Task ID), (Request Type) has been rejected by (SAM Name). Due to the following reasons: (Comments)

Regards,

System Auto-Generated Message