🔔EduAnchor Notification Message Library

This document defines **standard notification messages** for all user roles: - **Employee / Counselor** - **Admin (Branch / Operations)** - **Super Admin (Head Office)**

These messages can be used for **in-app notifications, email, and push alerts**.

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1. Employee / Counselor Notifications

🕰️Lead Management

- **New Lead Assigned**
  "A new lead **{{LeadName}}** has been assigned to you. Please follow up today."

- **Lead Status Updated**
  "Lead **{{LeadName}}** status has been updated to **{{Status}}**."

- **Follow-up Due Today**
  "You have a follow-up scheduled today for **{{LeadName}}**."

- **Overdue Follow-up**
  "Follow-up for **{{LeadName}}** is overdue. Please take action immediately."

🕰️Task Notifications

- **New Task Assigned**
  "A new task **{{TaskTitle}}** has been assigned to you."

- **Task Due Today**
  "Task **{{TaskTitle}}** is due today."

- **Task Overdue**
  "Task **{{TaskTitle}}** is overdue. Please update the status."

- **Task Status Updated**
  "Task **{{TaskTitle}}** has been marked as **{{Status}}**."

🕰️Student Notifications

- **Student Assigned**
  "You have been assigned a new student: **{{StudentName}}**."

- **Document Required**
  "Documents are required for student **{{StudentName}}**. Please collect them."

- **Application Status Update**
  "Application status for **{{StudentName}}** has been updated to **{{Status}}**."

🕧 Call & Reminder Notifications

- **Today's Call Reminder**
  "You have **{{Count}}** calls scheduled for today."

- **Missed Call Alert**
  "You missed a scheduled call with **{{LeadName}}**."

💼 2. Admin Notifications (Branch / Operations)

🕧 Lead & Performance

- **New Lead Created**
  "A new lead **{{LeadName}}** has been created for **{{Branch}}** branch."

- **Unassigned Leads Alert**
  "There are **{{Count}}** unassigned leads in your branch."

- **Hot Lead Alert**
  "A hot lead **{{LeadName}}** requires immediate attention."

🕧 Task Monitoring

- **Overdue Tasks Alert**
  "There are **{{Count}}** overdue tasks in your branch."

- **Task Completed**
  "Task **{{TaskTitle}}** has been completed by **{{EmployeeName}}**."

🕧 Student & Application

- **New Student Added**
  "A new student **{{StudentName}}** has been added to the system."

- **Application Submitted**
  "Application for **{{StudentName}}** has been submitted."

- **Visa Update**
  "Visa status for **{{StudentName}}** has been updated to **{{Status}}**."

🕰️Branch Operations

- **Low Follow-up Performance**
  "Follow-up completion rate is low for **{{EmployeeName}}**."

- **Daily Summary Ready**
  "Daily performance summary for **{{Branch}}** is now available."

💻3. Super Admin Notifications (Head Office)

🕰️System-Wide Alerts

- **New Branch Created**
  "A new branch **{{BranchName}}** has been created."

- **New Admin Added**
  "A new admin **{{AdminName}}** has been added."

- **System Configuration Updated**
  "System settings have been updated successfully."

🕰️Performance & Compliance

- **Branch Performance Alert**
  "Performance for **{{BranchName}}** is below expected targets."

- **High Conversion Branch**
  "Congratulations! **{{BranchName}}** achieved high lead conversion today."

🕰️Financial & Commission

- **Commission Generated**
  "Commission of **{{Amount}}** has been generated for **{{EmployeeName}}**."

- **Commission Approved**
  "Commission for **{{EmployeeName}}** has been approved."

- **Payment Processed**
  "Commission payment for **{{EmployeeName}}** has been processed."

⏰Head Office Notices (Broadcast)

- **Important Notice**
  "📢Important notice from Head Office: **{{Message}}**"

- **Meeting Announcement**
  "📅A meeting has been scheduled on **{{Date}}**. Please review the details."

- **Policy Update**
  "📄Policy update: **{{PolicyTitle}}** is now effective."

🔧Optional Enhancements (Recommended)

- Notification priority levels: 🕐Critical | 🧾Important | 🕐Info
- Snooze & reminder re-notifications
- Role-based notification toggles
- Daily digest summary for admins

🔗 This library ensures **consistent, clear, and actionable notifications** across the entire EduAnchor platform.