**RESERVOIR ENTRY**

*Reminder-1: Trigger time 8:01 AM*

Dear [User's Name],

This is a reminder to submit the [Reservoir Name] data for [DD-MM-YYYY]. Please ensure it is submitted by 9:00 AM. We appreciate your continued support and cooperation.

– Team KWRIS

*Reminder-2: Trigger time 9:01 AM*

Dear [User's Name],

This is a follow-up regarding the submission of the [Reservoir Name] data for [DD-MM-YYYY]. Please ensure it is submitted by 10:00 AM. We appreciate your prompt action and continued support.

– Team KWRIS

**RESERVOIR APPROVER**

*Reminder-1: Trigger time After 30min of submission of data by reservoir entry user*

Dear [User's Name],

This is a reminder to review and approve the [Reservoir Name] data for [DD-MM-YYYY]. Approval is requested by 9:00 AM. We appreciate your continued support and cooperation.

– Team KWRIS

*Reminder-2: Trigger time 9:30AM, if data not approved*

Dear [User's Name],

This is a follow-up regarding the review and approval of the [Reservoir Name] data for [DD-MM-YYYY]. Approval is requested by 10:00 AM. We appreciate your continued support and cooperation.

– Team KWRIS

**WHEN DATA NOT SUBMITTED**

Dear [User’s Name],

The [Reservoir Name] data for [DD-MM-YYYY] has not been submitted by the concerned as of 10:30 AM. Your attention to this matter would be greatly appreciated.

– Team KWRIS