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Note: This document contains the enhancements due for CLS build 1504. This build is currently scheduled for release on the 27th of July 2015.

Email Settings Introduction

Email Settings offers the option to set whether email notifications are sent from the system to users in a variety of situations.

To configure these notifications browse to **Settings > Email Settings**.

The screenshot displays the Janison web interface. The top header includes the Janison logo, a search bar, and a user profile for 'Administrator'. The left sidebar shows a 'Settings' menu with various sub-items, with 'Email Settings' currently selected. The main content area is titled 'Email Settings' and contains the following configuration options:

- Default From Address***: A text field containing 'no-reply@janison.com.au'.
- Application Url**: An empty text field.
- Block All Emails**: An unchecked checkbox.
- Per-user notifications**: A checked checkbox.

On the right side, a dropdown menu is open, showing navigation links: Home, Manage People, Design, Manage Learning, Settings (highlighted), My Account, Notifications, My Calendar, and Logout. At the bottom of the page, there are tabs for 'Booking', 'Manager', 'Marking', 'Purchases', and 'Reminders'.

1. **Email History** allows system admins to examine the details of emails that have been sent through the system. Email History is not available to tenant admins. If you require information on sent emails you will need to contact the Janison Helpdesk team.

Subject	From	To	Sent ▼
You've been successfully enrolled in course CPD Clinical Activity	no-reply@janison.com.au	ablack@gmail.com	14:25, 26 Jun
You've been successfully enrolled in course Biology	no-reply@janison.com.au	ablack@gmail.com	12:55, 26 Jun
You've been successfully enrolled in course Basic Computer Training	no-reply@janison.com.au	ablack@gmail.com	12:55, 26 Jun

2. **Default From Address** is set to no-reply@janison.com.au. End users who receive emails will see this address as the sender. If any changes to this address are required please contact the Janison Helpdesk team as background changes outside of this system will be required in addition to changing this field.
3. **Application URL** applies in the case where you are using your own domain URL to access the Janison site. You can enter your URL here and emails containing links will contain the correct URL. An example of this is if a marker receives an email with a link to mark a test attempt. The link will contain your domain instead of the actual Janison URL of the site.
4. **Block all emails** will block all emails from being sent except for user account emails e.g. password retrieval and registration. This can be used as a safeguard during testing.
5. **Per-user notifications** is required if you have a daily digest scheduled task. This will send out summary emails notifying users of new content, events and recommended content.

Email Settings

1

Email History

2

Default From Address*

no-reply@janison.com.au

3

Application Url

4

☐

Block All Emails ?

5

☒

Per-user notifications ?

Categories of Notifications.

There are 5 categories of notifications, **Booking**, **Manager**, **Marking Purchases** and **Reminders**. Notification emails can be personalised by clicking the *(View Template)* link which will take you to the related email. After creating a local copy you will have the option to make edits to the email.

Booking

Manager

Marking

Purchases

Reminders

To activate one or more notifications check the required notifications and click **Save Settings**.

Booking Notifications

Booking notifications relate to Assessment Events. The situations where they are used are described individually beneath the notification name.

Booking	Manager	Marking	Purchases	Reminders
---------	---------	---------	-----------	-----------

☐ **New Booking Confirmation** ([View Template](#))

Notify students if a new booking has been made for them. The booking may have been created by the student or by an administrator. This excludes automated bookings.

☐ **Rescheduled Booking** ([View Template](#))

Notify students if their existing booking has been modified. The modification may have been made by the student or by an administrator.

☐ **Cancelled Booking** ([View Template](#))

Notify students if their existing booking has been cancelled. The cancellation may have been made by the student or by an administrator. Will not be sent for bookings cancelled by a booking exception.

☐ **Automated Booking** ([View Template](#))

Notify students that an automated booking has been made for them by the system.

☐ **Registration Open** ([View Template](#))

Notify all students that registrations are now open for a Booked Assessment Event.

☐ **Test Reminder (24hrs prior)** ([View Template](#))

Remind students that they have a booking for a test in 24hrs time. Will not be sent for bookings made less than 24hrs in advance.

☐ **All Tests Marked** ([View Template](#))

Notify unit coordinators that all tests have been marked. For fully automatically marked tests this will occur either when all enrolled students have submitted their test attempt and the test closes.

☐ **Failed To Attend Booked Assessment** ([View Template](#))

Notify students that they have failed to attend their previously booked assessment event session.

Manager Notifications

Manager notifications relate to Enrolments and Completions. Relationship management needs to be enabled and set against Users before these notifications will have relevancy. To activate relationship management navigate to Settings > Tenant Settings > Organisation. As a result of this configuration a *Reports to* field will appear on the Users' form. To learn more about this feature please visit our document on Positions.

The situations where they are used are described individually beneath the notification name.

Booking	Manager	Marking	Purchases	Reminders
<input type="checkbox"/> Notify manager when learner is enrolling in a course (View Template)				
If opted in, system will automatically send email to learner's manager whenever learner is enrolling in a catalogue item.				
<input type="checkbox"/> Notify administrator when learner is enrolling in a course (View Template)				
If opted in, system will automatically send email to site administrator when learner is enrolling in a catalogue item.				
<input type="checkbox"/> Notify manager when learner has completed a course (View Template)				
If opted in, system will automatically send email to manager when learner has completed a course.				
<input type="checkbox"/> Notify learner when they have completed a course (View Templates - Learner Certificate - Learner Completion)				
If opted in, system will automatically send email to learner when they have completed a course.				

Marking Notifications

Marking notifications relate to Assignment and Assessment submissions. The first notification relates to Assignments and the other 2 relate to Assessments.

The situations where they are used are described individually beneath the notification name.



Booking	Manager	Marking	Purchases	Reminders
<input type="checkbox"/> Notify markers when learner submits an assessment (View Templates - Assignment Submitted - Ready To Mark)				
If opted in, system will automatically send email to marker whenever learner submits an assessment.				
<input type="checkbox"/> Notify learner when marking is completed (View Templates - Resubmission - Failed - Passed)				
If opted in, system is allowed to send email to learner when assessment is marked (either automatically or manually).				
<input type="checkbox"/> Marker chooses whether or not to notify learner (View Templates - Resubmission - Failed - Passed)				
If opted in, the marker will be given a checkbox that determines whether or not to send email to learner. If opted out, "Notify learner when marking is completed" check status will be used.				


Purchase Notifications

Purchases are only valid if the Self Enrolment Method in a Catalogue item is set to **Self-enrolment (Paid)**. With this configuration an additional section will appear in the Catalogue item *Additional Purchase Options*. The email will notify the course provider that an additional purchase must be provided to the User.

▼ Additional Purchase Options

Specify some additional purchase options.

Name	Cost	Actions
First Aid Training Manikin	50	 



Booking	Manager	Marking	Purchases	Reminders
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Notification will be sent to specified email address when additional item purchased together with enrolment.

Email Address

noreply@janison.com

Reminder Notifications

Reminder notifications can be configured to notify Learners and Managers of Expiring and Due Dates. Multiple reminders can be set. You can delete rules using the x in the red circle. You can inactivate a rule by unticking the *Active* box.

Due date

The date by which a particular enrolment must be completed.

Expiry date

The date on which a previously completed enrolment will expire.

Valid to date

The date on which an external qualification or certification (such as a drivers licence) is valid to. This only applies to Other Learning assets.

Booking	Manager	Marking	Purchases	Reminders		
Recipient	Value	Unit	Relation	Event	Active	Actions
Manager	1	Weeks	After	Enrolment Expiry Date	<input checked="" type="checkbox"/>	
Learner and Manager	1	Days	Before	Enrolment Due Date	<input checked="" type="checkbox"/>	

Learner *

Learner
Manager
Learner and Manager

1

Months *

Days
Weeks
Months

Before *

Before
On
After

Enrolment Due Date *

Enrolment Due Date
Enrolment Expiry Date
Other Learning Valid To Date

Add

How the rules work

The rules are executed once in a twenty four hour period. Each rule will only be executed once per enrolment. For example:

If you have a rule that says “Send an email notification if an enrolment is 1 week overdue” and Jo (a user) has an enrolment. When Jo’s enrolment becomes more than 1 week overdue, a notification will be sent. The next day, the enrolment will still be more than 1 week overdue but another notification will not be sent because this rule has already run once for Jo’s enrolment.