Scheduler Automated Email Settings

Customize Scheduler Automated Notification Settings:

In this section, you can personalize automated emails sent to tenants requesting use of property resources depending on your **Approval**, **Denial**, **On Behalf**, **Cancellation**, or **Update** choices. To manager other functions of the Scheduler System refer back to <u>Schedulers</u>.

1. Click on Control Panel > Communication > Automated Emails

Communication	Reports	Lease Intel
Automated Emails		Message Blas
Distribution List		Press Room
Emergency Communication		Smart Flyer
Feedback Message		Tenant Demos
Lotterv		

2. Click on the Scheduler Notifications link.

Auto	mated Email Templates	
	User Credential Notify Define the message sent to users you notify using the "Save and Notify" function.	
	Scheduler Notifications Personalize automated notifications sent through the scheduler system.	

- 3. Select the Approval, Denial, On Behalf, Cancelled, or Updated tabs; and enter an appropriate message for each into the RadEditor.
- 4. Click Save.

