

# COMMUNICATION CENTER

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SCHEDULE	ACCOUNTING	MAINTENANCE	SETTINGS
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NEW	ASSIGN VENDOR	EDIT	REMOVE VENDOR	NO VENDOR	CANCEL	COVERAGE CHANGE	RESCHEDULE	SCHEDULE REMINDER	FOLLOW UP REMINDER
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STAFF	VENDOR	CUSTOMER	VDO :: PARTICIPANT
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NOTIFICATION SCHEDULE  ?

DEFAULT SENDER  ?

ALWAYS USE DEFAULT SENDER ☐ ?

BCC  ?

GROUP TEAM REQUESTS ☐ ?

SAME DAY REQUEST AS IMPORTANT ☒ ?

NOTIFICATIONS AS DIGEST ☐ ?

LEAD TIME TO IGNORE SCHEDULE  ?

NOTIFY ACCOUNT MANAGER ONLY ☐ ?

NOTIFY TEAM LEADER ONLY ☐ ?

\* SUBJECT LINE  ?

\* REQUEST DETAILS 

Dear Calendar,

New request details are outlined below:

Requester Name: {apptRequesterFirstName} {apptRequesterLastName}

 ?

System would not save properly, full document is in the FILE section of TEAMS - SI Training Chat

🔄Revision #3

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