

# COMMUNICATION CENTER

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**SCHEDULE** ACCOUNTING MAINTENANCE SETTINGS

**NEW** ASSIGN VENDOR EDIT REMOVE VENDOR NO VENDOR CANCEL COVERAGE CHANGE RESCHEDULE SCHEDULE REMINDER FOLLOW UP REMINDER

**STAFF** VENDOR CUSTOMER VDO :: PARTICIPANT

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  ?

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

🔄 Revision #3

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