

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}

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

🕒 Revision #3

★ Created Wed, Apr 6, 2022 1:14 AM by Veronica Amador

✎ Updated Thu, May 5, 2022 2:11 PM by Veronica Amador