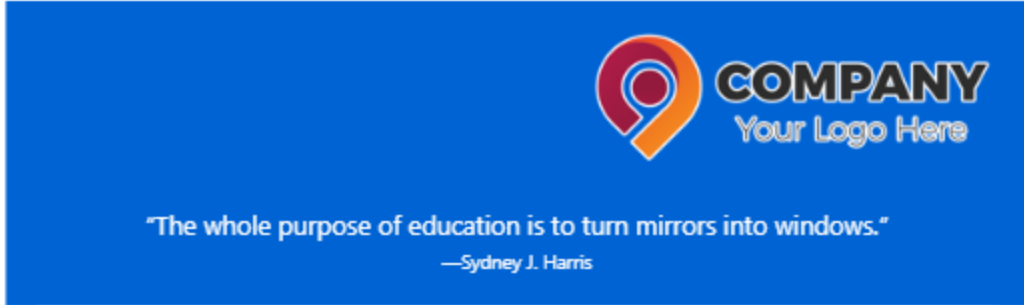




| Template ID | Trigger | Recipient(s) |
|------------------------------------|---|---|
| ApmStudentLearningPlanNotification | Learning Plan Email Notification Automatic Process, if the user's learning plan changes | The email address identified by the automatic process <ul style="list-style-type: none"> • Users |

Subject Line: <label key="notification.ApmStudentLearningPlanNotification.Subject"/>



Stud-FirstName Stud-LastName

The following assignments were added to your Learning Plan:

CAPA Training Document

DOCUMENT_001 | Revision: Nov-04-2024 03:40 PM UTC

REQUIRED by
Nov-14-2024 11:59 PM UTC

Add any additional information you would like to pass to the student in the email.

LAUNCH

CAPA Program Example

Program ID: CAPA Program

REQUIRED by
Open-ended

LAUNCH PROGRAM

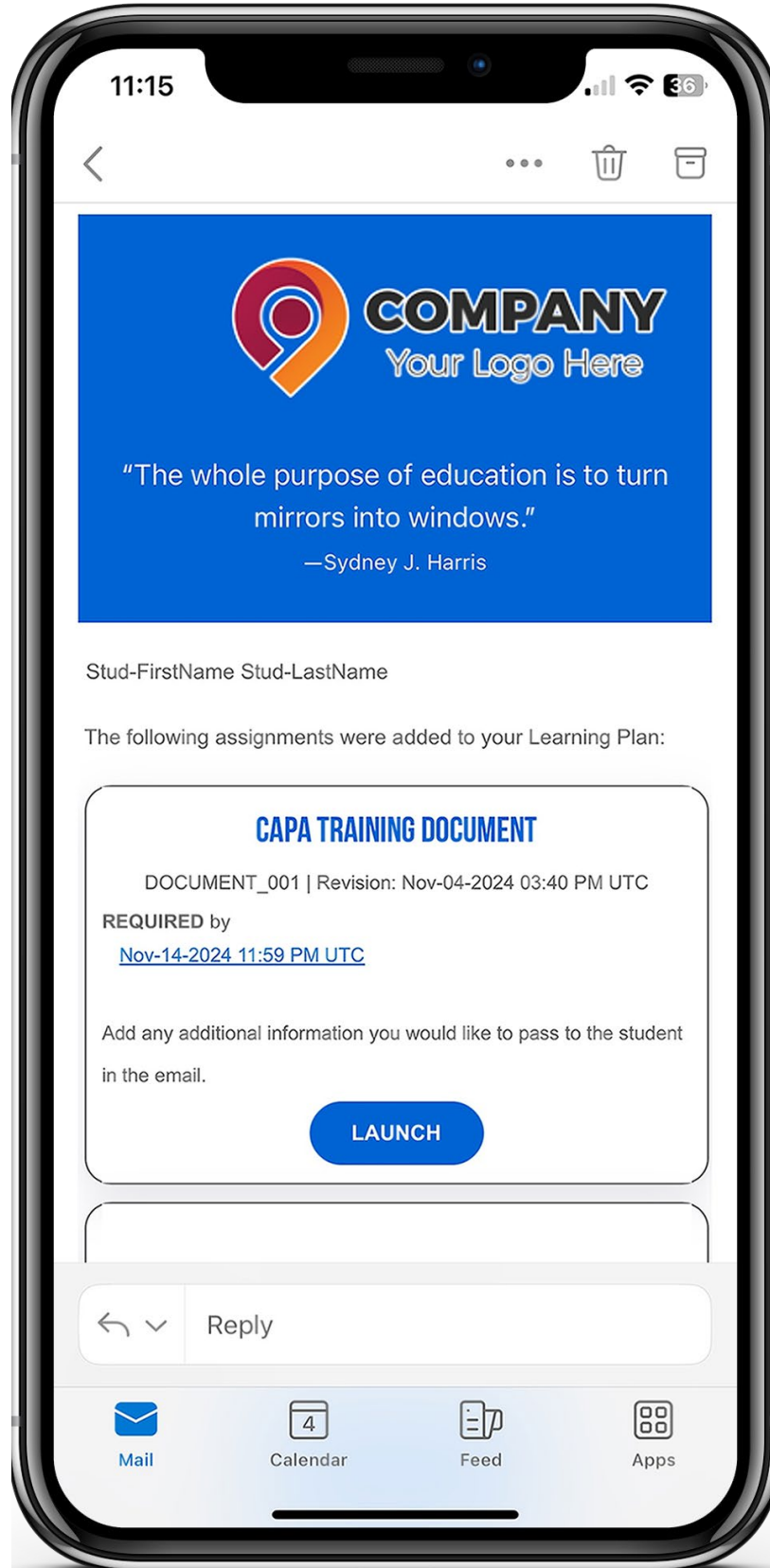
Learning is assigned based on your job role and area of responsibility. Please complete all assigned learning in the timeframes indicated.

For all questions, email ADD_EMAILADDRESS_HERE

Include:

- Your name/email/ID
- Course Title/Course ID
- Details about the issue
- Attach any screenshots or proof of completion

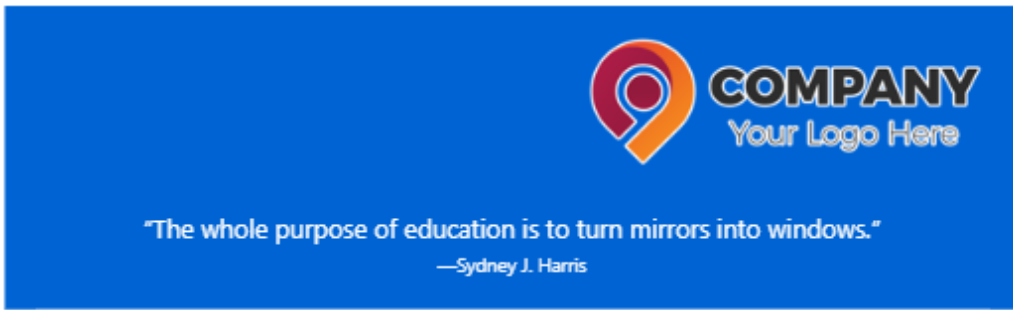
** This email is generated automatically and can't accept replies. **





| Template ID | Trigger | Recipient(s) |
|-----------------------|--|--|
| ApmTrainingExpiration | The Learning Expiration Email Notification Automatic Process (APM) job identifies a Learning item that is nearing the due date. This is triggered when the number of days left to the required date for the item or the next action date for the curriculum is less than the number of days entered in the Threshold. If the <i>SuccessFactors Overdue Learning Email Notification</i> checkbox is unchecked, this notification also includes a list of overdue items. | The administrator whose email address is specified in the Learning Expiration Email Notification APM. <ul style="list-style-type: none"> Users who have Learning items nearing the due date (only if the <i>Users</i> checkbox is checked in <i>Email Recipients</i>). Managers of any users who have Learning items nearing the due date (only if the <i>Managers</i> checkbox is checked for <i>Email Recipients</i>). |

Subject Line: <label key="notification.ApmTrainingExpiration.Subject"/>



Hi,

You are receiving this email because you have been assigned training which is coming due. Please complete the below course(s) by the due date or speak to your manager if you are unable to complete on time.

Stud-FirstName Stud-LastName

CAPA Training Document

DOCUMENT_001 | Revision 1: Nov-04-2024 03:40 PM UTC

REQUIRED by
Nov-14-2024

Curriculum
CAPA Curricula Example

Add any additional information you would like to pass to the student in the email.

LAUNCH

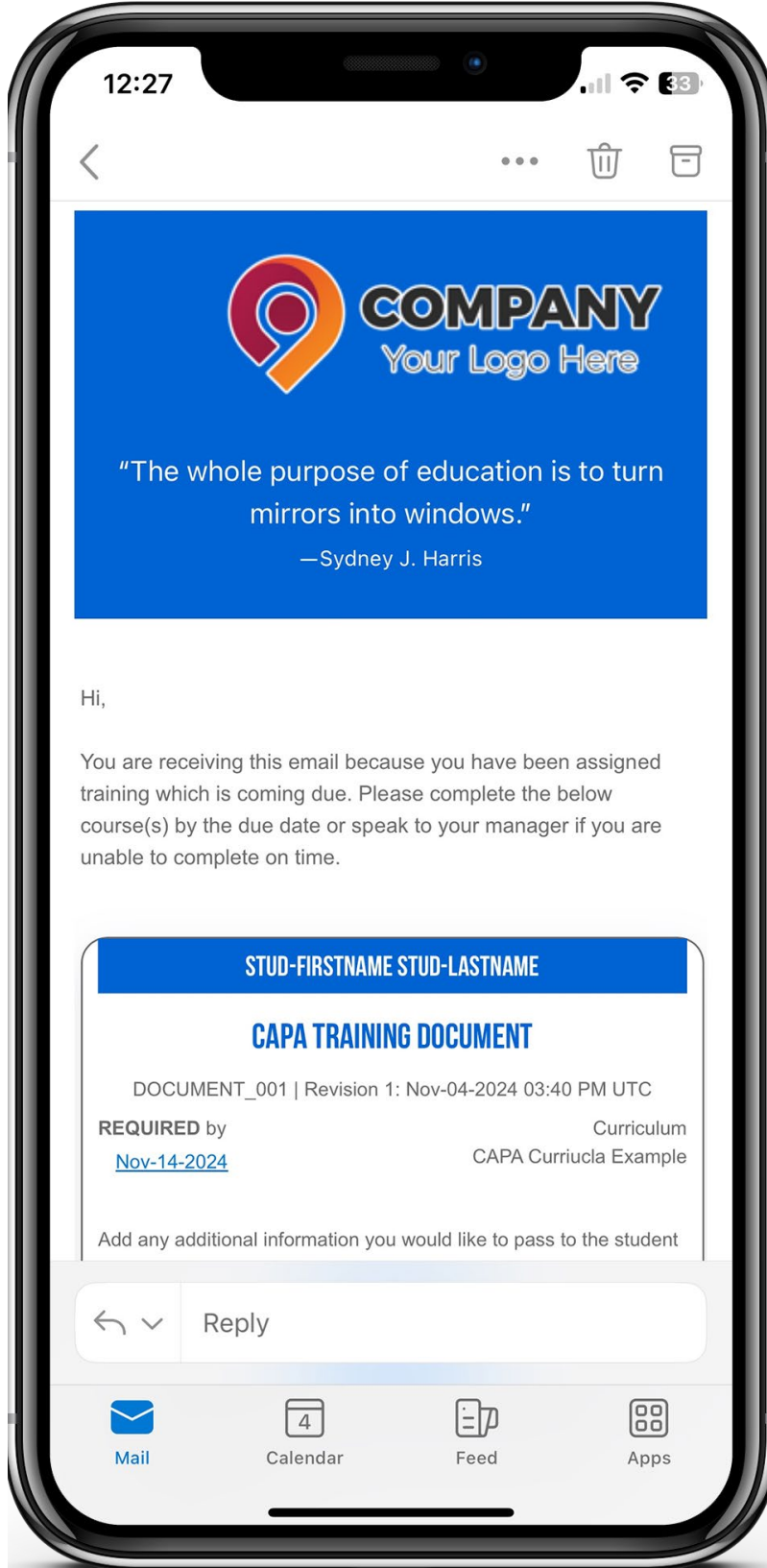
Learning is assigned based on your job role and area of responsibility. Please complete all assigned learning in the timeframes indicated.

For all questions, email [ADD_EMAILADDRESS_HERE](#)

Include:

- Your name/email/ID
- Course Title/Course ID
- Details about the issue
- Attach any screenshots or proof of completion

** This email is generated automatically and can't accept replies. **





| Template ID | Trigger | Recipient(s) |
|--------------------|--|--|
| ApmTrainingOverdue | <p>The Learning Expiration Email Notification Automatic Process (APM) job identifies an overdue Learning item and the Reminder Period is set.</p> <p>This notification is only triggered when the <i>SuccessFactors Overdue Learning Email Notification</i> checkbox is checked.</p> | <p>The administrator whose email address is specified in the Learning Expiration Email Notification APM.</p> <ul style="list-style-type: none"> • Users who have overdue Learning items that are picked up by the APM (only if the <i>Users</i> checkbox is checked for <i>Email Recipients</i>). • Managers of any users who have overdue Learning items that are picked up by the APM (only if the <i>Managers</i> checkbox is checked for <i>Email Recipients</i>). |

Subject Line: <label key="notification.ApmTrainingOverdue.Subject"/>



Hi,

You are receiving this email because you have been assigned training which is overdue. Please complete the training listed below as soon as possible.

Stud-FirstName Stud-LastName

(British English)

20866 | Revision 1: Jan-17-2020 02:05 PM UTC

REQUIRED by
Oct-09-2024
Curriculum
Only for Testing

LAUNCH

Learning is assigned based on your job role and area of responsibility. Please complete all assigned learning in the timeframes indicated.

For all questions, email ADD_EMAILADDRESS_HERE

Include:

- Your name/email ID
- Course Title/Course ID
- Details about the issue
- Attach any screenshots or proof of completion

** This email is generated automatically and can't accept replies. **



| Template ID | Trigger | Recipient(s) |
|--------------------------------------|---|--------------|
| ItemEvaluationAssignmentNotification | <p>Users are assigned a new survey. Assignment occurs in one of two ways:</p> <ul style="list-style-type: none"> When a history record is added through the Add to Learning History wizard for the learning item with the survey, a user completes the course and the completion is entered into the system. An administrator goes to the Actions menu of the class and chooses Initiate Evaluations. | Users |

Subject Line: <label key="notification.ItemEvaluationAssignmentNotification.StudentSubject"/>

A questionnaire has been assigned to you in order to gather further feedback in relation to training you have recently completed. Details on the completed training and related questionnaire are provided below. Your feedback is important to us and helps contribute to the overall quality of the training offerings.

Important - If the questionnaire assignment below is noted as **mandatory** for training completion, the completion of this related training will not be recorded on your learning history until you complete the questionnaire.

This is for testing

Questionnaire Survey :DOCUMENT_001
Instructions : This questionnaire is **optional** for completion. Please complete this questionnaire by Oct-31-2024 to complete the survey.

[Launch Survey](#)

For all questions, email [ADD_EMAILADDRESS_HERE](#)
 Include:

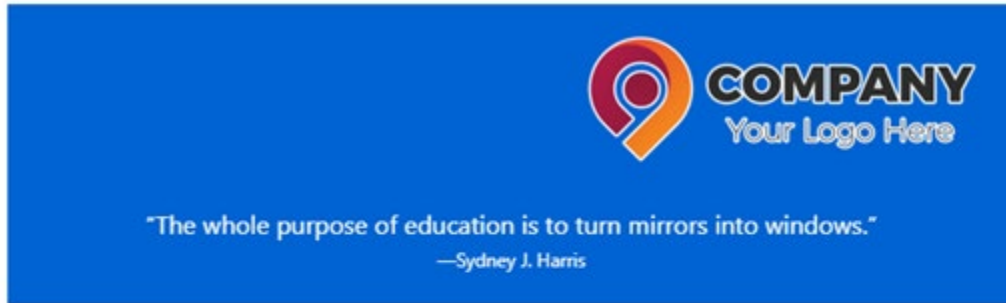
- Your name/email/ID
- Course Title/Course ID
- Details about the issue
- Attach any screenshots or proof of completion

**** This email is generated automatically and can't accept replies. ****



| Template ID | Trigger | Recipient(s) |
|--------------------|----------------------|--------------|
| llxTrainingOverdue | Triggered by Manager | Users |

Subject Line: <label key="notification.llxTrainingOverdue.Subject" />



Hi Stud-FirstName Stud-LastName

This is a reminder that completion of the following essential training is still pending:

- Fluide CTI: due on Jul-12-2024
- AM-ITEM1: due on Jul-22-2024
- AM-ITEM2: due on Jul-22-2024

Please complete this training, which you can access from the [Learning home page](#) at your earliest convenience.

Best regards,

