Settings Page: Alert Email Templates Tab

The Alert Email Templates Tab on the Settings Page of the Communications Module allows for the viewing of all alert templates in tabular form organized by module.





Module	Name	Status	Digestible	Subject	Actions
Accounts	Account Deactivated	Active	1	Kastrack - Account deactivated	
Accounts	Account Inactivity Warning	Active	1	Kastrack - Account will soon deactivate	
Accounts	Password Changed	Active	0	KAStrack - Your password has been updated	
Accounts	Password Reset	Active	1	KAStrack - Password reset link	
Accounts	Account Role Or Certification Red Warning	Active	1	Kastrack - Account will soon deactivate	
Accounts	User Registration	Active	0	KAStrack - Registration Pending for #RegistrantUsername#	
Accounts	Welcome Email	Active	0	Welcome to KAStrack - #SiteName#	
Actions	Inactivity Alert for an Action Group	Active	1	#ActionGroupCount# action group(s) have not had activity within the specified time period	
Actions	Action Status change to Past Due	Active	1	#ActionCount# action(s) are overdue as of #TodaysDate#	
Assets	Asset Assigned	Active	1	You have been assigned to asset "#AssetPath#"	
Assets	Fault Logged	Active	1	A fault was reported on #AssetPath#	
Assets	Asset Deferred	Active	1	"#MaintenanceTitle#" on "#AssetPath#" has been deferred	
Assets	Asset Out of Service	Active	1	"#AssetPath#" has gone out of service	
Assets	Asset Return to Service	Active	1	"#AssetPath#" has returned to service	
Assets	Asset Status Changed to OK from Past Due	Active	1	"#AssetPath#" has changed from #FromStatus# to #ToStatus#	
Assets	Asset Task Status Changed	Active	1	"#TaskTitle#" on "#AssetPath#" has changed to #ToStatus#	
Finance	Budget Item Approved	Active	1	A budget item, #BudgetItem#, was approved for #Budget#	
Finance	Budget Item Rejected (Can Submit)	Active	1	A budget item, #BudgetItem#, was rejected for #Budget#	

The Alert Email Templates Table shows the module name, the name of the alert, the status (Active/Inactive), if it is set to digestible (1=Yes, 0=No), and the subject of the email alert.

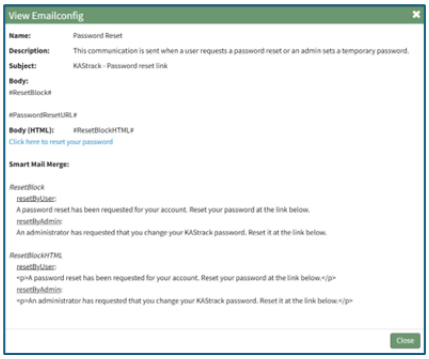
> If an email alert is Digestible, the alert has a delayed timing feature. All digestible alerts are summarized and sent daily between midnight and 4 a.m. Central Time (United States).

There are two actions associated with the Alert Email Template Table. The eyeball icon opens the View Email config Modal. The edit icon opens the Edit Email config modal.

> **Tip:** Type # in the Subject box of the Edit Email config modal to open the Pattern Picker and choose from the available fields. See Using the Pattern Picker.

Mail Merge Fields Available to All Emails	
#Username#	The username for the user receiving the email, if known
#FirstName#	The first name for the user receiving the email, if known
#LastName#	The first name for the user receiving the email, if known
#FullName#	The last name for the user receiving the email, if known
#BaseURL#	The base URL for the module

Selecting the eyeball icon, opening the View Email config Modal, allows a user to see the email alert template including the name, a description of the alert, the subject of the email, and the body of the email (plain-text and HTML).



Selecting the edit icon opens the Edit Email config Modal displaying the Email Alert Template. Within this modal, the status (active/inactive), digestible status, subject, body, and smart mail merge options can all be customized for your organization’s preferences.

Revision #5
Created 2025-11-24 16:27:28 UTC by Mitzi Orkus
Updated 2026-11-17 22:28:12 UTC by Mitzi Orkus