

Requirement	Custom e-mail invitation for tests
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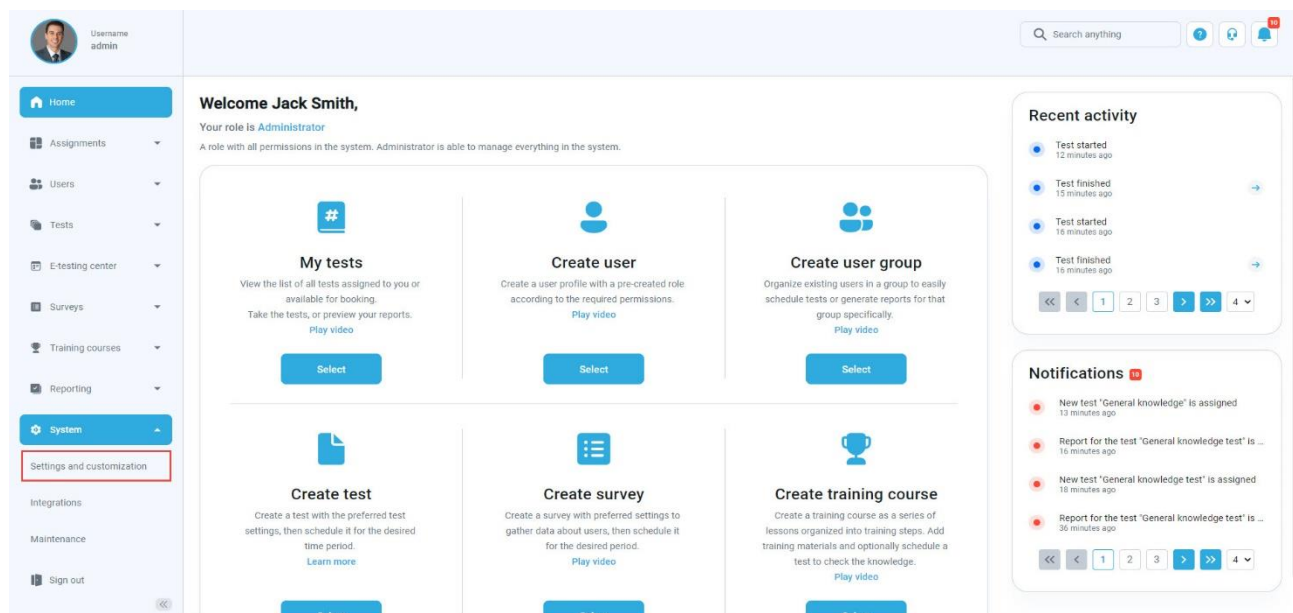
1 Introduction

This article explains how to confirm if the following requirement is well implemented:

- **Custom e-mail invitation for tests**

2 Accessing the “Notification” tab

Click the “System” tab in the left side menu and select “Settings and customization”.



Navigate to the “Notifications” tab. Then find the “Test published” notification.

The screenshot shows the 'Notifications' tab in the system preferences. The table below lists various notification events with their application and email notification settings.

Notification event name	Application notification		Email notification	
	Status	Template message	Status	Template message
Session rescheduled notifications	Enabled	Edit	Enabled	Edit
Survey published	Enabled	Edit	Enabled	Edit
Survey result notification to subscribers	Disabled	Edit	Enabled	Edit
Survey results	Enabled	Edit	Enabled	Edit
Survey suspended	Enabled	Edit	Enabled	Edit
Test published	Enabled	Edit	Enabled	Edit
Test result notification to subscribers	Disabled	Edit	Enabled	Edit
Test results	Enabled	Edit	Enabled	Edit
Test results on the manager's approval	Enabled	Edit	Enabled	Edit
Test suspended	Enabled	Edit	Enabled	Edit

In the “Email notifications” column click “Edit” to change the notification template message.

The screenshot shows the 'Notifications' tab with the 'Edit' button for the 'Test published' notification highlighted with a red box.

Notification event name	Application notification		Email notification	
	Status	Template message	Status	Template message
Session rescheduled notifications	Enabled	Edit	Enabled	Edit
Survey published	Enabled	Edit	Enabled	Edit
Survey result notification to subscribers	Disabled	Edit	Enabled	Edit
Survey results	Enabled	Edit	Enabled	Edit
Survey suspended	Enabled	Edit	Enabled	Edit
Test published	Enabled	Edit	Enabled	Edit
Test result notification to subscribers	Disabled	Edit	Enabled	Edit
Test results	Enabled	Edit	Enabled	Edit
Test results on the manager's approval	Enabled	Edit	Enabled	Edit
Test suspended	Enabled	Edit	Enabled	Edit

3 Customizing email template

In order to show a candidate's first and last name instead of a username, you should change the variable \$to\$. Instead of it, you should enter **\$recipientFullName\$** in order to address the user by their full name.

Also, the variable \$link\$ should be changed to **\$directLink\$** in order to lead directly to the test.


The screenshot shows the 'Edit email template' dialog box. The 'Template Language' is set to 'English'. The 'Mail subject name' is 'Quiz sent'. A list of variables is provided: [\$directLink\$, \$recipientUsername\$, \$availableTo\$, \$recipientFirstName\$, \$applicationURL\$, \$quizRequest\$, \$recipientFullName\$, \$guestProctoringEquipmentCheckURL\$, \$recipientLastName\$, \$link\$, \$from\$, \$to\$, \$availableFrom\$, \$instructions\$]. The 'Restore to default' button is visible. The 'Template preview' shows a message: 'Dear \$recipientFullName\$', 'You have a pending test request: "QuizRequest\$".', 'The test is available for taking from \$availableFrom\$ to \$availableTo\$.', 'Test can be accessed at \$directLink\$', 'Good luck!', '\$from\$', '\$applicationURL\$'. The 'Save' button is highlighted.

4 Confirmation that the requirement is met


Once you assign a candidate to the test, check if the email notification contains both:

1. User's full name
2. Direct link to the test to which they have been assigned.

Reply Reply All Forward

 noreply@youtestme.com | marta.jenic@youtestme.com 14:22

Quiz sent

 Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.
We converted this message into plain text format.

Dear **Eva Santini**,

You have a pending test request: "Art history".

The test is available for taking from Jul-01-2022 10:00 AM UTC to Jul-31-2022 10:00 AM UTC.

Test can be accessed at:

<https://dev1.youtestme.com/qagc111//redirect/test/LZb1bgt8vo417Y03b10TbqPq8SJZsxcqcl34a71eerGqZUkfhKC8/kgAY1vwridPGVa/jM7wxozm4slk6PpCqgSCWI+YgtrnGl8Gp5+47u9PTeAPc9v0HmKhBs6ctd/y5Hbox41ti672oraYPHOTaXO40DNNhn8jd+AKPsQ2>

Good luck!

YouTestMe

<https://dev1.youtestme.com/qagc111/>

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