

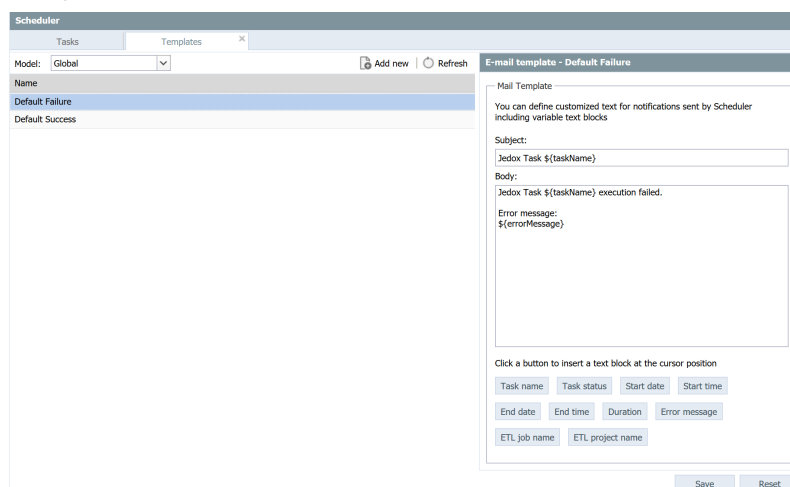
Configuring and Using E-mail Templates in the Scheduler

When it executes tasks, the Scheduler sends e-mail notifications that you can configure with variable blocks in Jedox Web. These e-mails can contain information about task name and status, ETL job or project names, start date/time, end date/time, duration and error messages that have occurred during the task.

Creating and configuring a template

To configure an e-mail template, follow these steps:

1. Go to **Jedox Web > Scheduler > Templates**. The **Templates** tab opens, allowing you to see already created templates and create new ones:



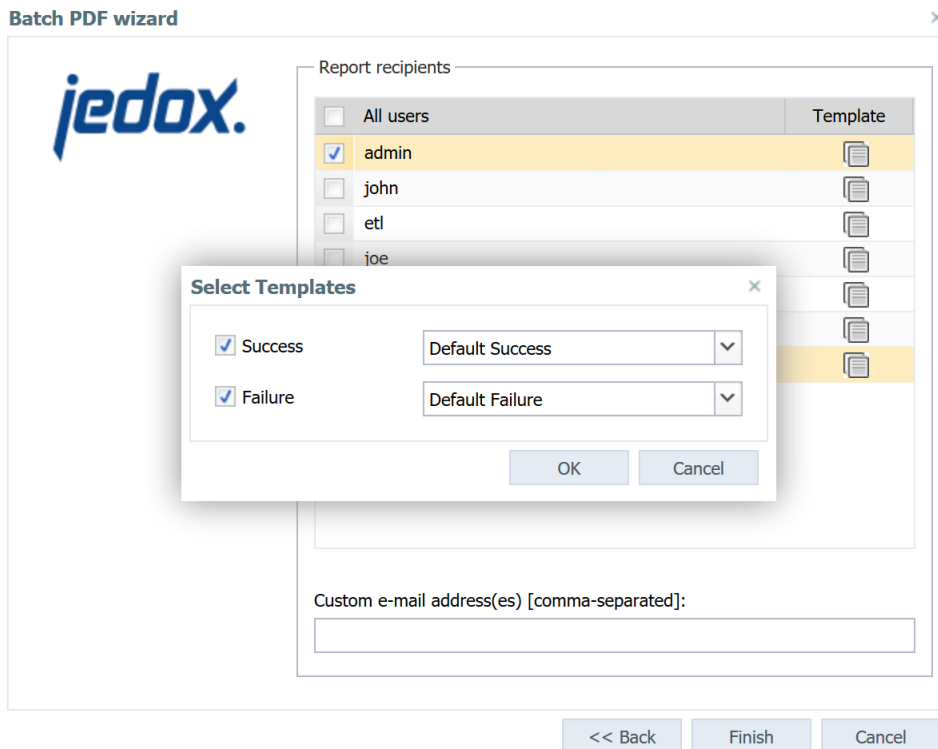
The screenshot shows the 'Scheduler' interface with the 'Templates' tab selected. The 'Model' is set to 'Global'. The 'Add new' button is visible. The 'E-mail template - Default Failure' is selected in the list. The configuration area for this template is shown, including a 'Subject' field with the value 'Jedox Task \${taskName}' and a 'Body' field with the value 'Jedox Task \${taskName} execution failed. Error message: \${errorMessage}'. Below the body field, there are buttons to insert text blocks for 'Task name', 'Task status', 'Start date', 'Start time', 'End date', 'End time', 'Duration', 'Error message', 'ETL job name', and 'ETL project name'. 'Save' and 'Reset' buttons are at the bottom right.

2. Click **Add New** to create a new template.
3. Name your template. For example, Default ETL Success.
4. Add the content of your e-mail in the **E-mail template** section. Click any of the buttons under the text editor to insert a variable.
5. Click **Save**. Your template is now available in the templates list.

Additionally, you can edit an existing template by selecting it from the list and making changes in the text editor.

Assigning templates to tasks

You can assign templates to the report recipients when you create a task. To do that, click on the template icon on the wizard and select the templates you want to assign for successful and failed tasks:



Additionally, you can send notifications to a custom e-mail address. In this case, only default templates are used.

For more information about scheduling tasks, see [Scheduling a task as a batch PDF](#) and [Scheduling a task as a Jedox Integrator Job](#).

You can also assign templates from the **Tasks** section in the **Scheduler**. In the **Notifications** tab of every task you select, click the **Template** icon and assign the desired templates to the users you want.