

E-Mail Notification

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This administrative report allows you to edit e-mail notifications related to your workflow activities by going to the Workflow Administration report > Workflow Task report > [Model Name] E-Mail Notification link.

A notification is sent out for every transaction, for example, if a workflow task (e.g. Cost Center Budget 2017) has been started, a request for review has been sent or when a reviewed task has been rejected for revision, notifications go out to the affected users.

The text strings for the notifications are stored in the [_WF Activity](#) dimension. Below is a screenshot of the interface:

Cost Center E-Mail Notification

Show Available Keywords

| | |
|--------------------|---|
| TASK_NAME | Name of the task e.g.: Cost Center Budget 2017 |
| USER_NAME | User Name who proceeded the previous activity as in General Information about User... |
| USER_EMAIL | E-Mail who proceeded the previous activity as in General Information about User... |
| STEP_NAME | Name of step dimension e.g.: Cost Center |
| ACTIVITY_NAME | Name of activity e.g.: Send |
| WORKFLOW_COMMENT | Comment as entered while proceeding the previous activity |
| NEXT_ACTIVITY_NAME | Name of next activity e.g.: Review |

E-mail Notification for Start Activity

| | |
|----------------------|---|
| Notification Subject | Task TASK_NAME has been started |
| Notification Body | Dear Jedox User, the task TASK_NAME has been started by user USER_NAME. Please log in to Jedox to execute the task step activities that are assigned to you. Regards, Jedox Administrator |

E-mail Notification for Send Activity

| | |
|----------------------|---|
| Notification Subject | Task TASK_NAME is ready for review |
| Notification Body | Dear Jedox User, data on task TASK_NAME has been entered by user USER_NAME and is ready for Review. Please log in to Jedox to execute the task step activities that are assigned to you. Regards, Jedox Administrator |

E-mail Notification for Reject Activity

| | |
|----------------------|--|
| Notification Subject | Task TASK_NAME - Request to revise! |
| Notification Body | Dear Jedox User, your input on TASK_NAME has been rejected by user USER_NAME and must be revised. Please log in to Jedox to execute the task step activities that are assigned to you. Regards, |

Sheet1

The input fields and options are explained below:

| Field | Description | Implementation | | | | | | | | | | | | | | | | |
|------------------------------------|--|---|--|-------------|-----------|--|-----------|--|------------|---|-----------|--|---------------|-------------------------------|------------------|--|--------------------|--------------------------------------|
| Show Available Keywords (checkbox) | When checked shows the keywords used as text replacement fields in the Notification Subject and Notification Body. | Supported text replacements in Notification Subject and Notification Body for the following keywords: | | | | | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>Keyword</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>TASK_NAME</td> <td>Name of the task (e.g.: Cost Center Budget 2017)</td> </tr> <tr> <td>USER_NAME</td> <td>User Name of person who initiated the previous activity given in General information about User.</td> </tr> <tr> <td>USER_EMAIL</td> <td>E-Mail of person who initiated the previous activity given in General information about User.</td> </tr> <tr> <td>STEP_NAME</td> <td>Name of step dimension (e.g.: Cost Center)</td> </tr> <tr> <td>ACTIVITY_NAME</td> <td>Name of activity (e.g.: Send)</td> </tr> <tr> <td>WORKFLOW_COMMENT</td> <td>Comment entered while initiating the previous activity</td> </tr> <tr> <td>NEXT_ACTIVITY_NAME</td> <td>Name of next activity (e.g.: Review)</td> </tr> </tbody> </table> | Keyword | Description | TASK_NAME | Name of the task (e.g.: Cost Center Budget 2017) | USER_NAME | User Name of person who initiated the previous activity given in General information about User. | USER_EMAIL | E-Mail of person who initiated the previous activity given in General information about User. | STEP_NAME | Name of step dimension (e.g.: Cost Center) | ACTIVITY_NAME | Name of activity (e.g.: Send) | WORKFLOW_COMMENT | Comment entered while initiating the previous activity | NEXT_ACTIVITY_NAME | Name of next activity (e.g.: Review) |
| | | Keyword | Description | | | | | | | | | | | | | | | |
| | | TASK_NAME | Name of the task (e.g.: Cost Center Budget 2017) | | | | | | | | | | | | | | | |
| | | USER_NAME | User Name of person who initiated the previous activity given in General information about User. | | | | | | | | | | | | | | | |
| | | USER_EMAIL | E-Mail of person who initiated the previous activity given in General information about User. | | | | | | | | | | | | | | | |
| | | STEP_NAME | Name of step dimension (e.g.: Cost Center) | | | | | | | | | | | | | | | |
| | | ACTIVITY_NAME | Name of activity (e.g.: Send) | | | | | | | | | | | | | | | |
| WORKFLOW_COMMENT | Comment entered while initiating the previous activity | | | | | | | | | | | | | | | | | |
| NEXT_ACTIVITY_NAME | Name of next activity (e.g.: Review) | | | | | | | | | | | | | | | | | |

| Field | Description | Implementation |
|---|--|---|
| E-mail Notification for (Transaction e.g. Start) Activity | Indicates the type of e-mail notification that will be sent using the Notification Subject and the Notification Body below it. | Editable in the Report Designer, Models > [Model Name] > Reports > Detail > [Model Name] E-Mail Notification. Name attribute of WF Activity dimension. |
| Notification Subject | Contains the subject of the e-mail notification | Notification Subject of WF Activity dimension. Editable field where keywords can be used within the text. |
| Notification Body | Contains the body of the e-mail notification | Notification Body attribute of WF Activity dimension. Editable field where keywords can be used within the text. The message can be plain text or formatted as HTML. |