

Version 9.1.64 (29 January 2024)

Notifications

Correct the placeholder mismatch on the Check-in Deadline Template (#110616)

Placeholders in the template had the person details instead of the manager details. The placeholders are now corrected.

The screenshot shows an email template editor interface. At the top, there is a 'Subject' field containing the text: `["ReviewYearName"]; Check-in deadline for ["ReviewPeriodName"]`. To the right of this field is a red button labeled '<< INSERT >>'. Below the subject field is a 'Message' section with a rich text editor toolbar. The message body contains the following text:
Dear `["ManagerName"] ["ManagerSurname"]`
Please note that the deadline for the `["ReviewPeriodPhase"]` is `["ReviewPeriodPhaseEndDate"]`.
Go to your Performance Dashboard to review your reportee's `["ReviewPeriodName"]` - `["ReviewPeriodPhase"]`.
`["PeopleList"]`
Please contact HR for additional assistance.
Kind regards,
HR Team

At the bottom left of the editor, there is an 'ATTACH FILE' button and a note: 'The total attached files may not exceed 10MB'. Below that is a 'SEND TEST EMAIL' button. On the right side of the editor, a red box highlights a list of placeholders: `["ManagerName"]`, `["ManagerSurname"]`, `["ReviewPeriodName"]`, `["ReviewYearName"]`, `["ReviewPeriodPhase"]`, `["ReviewPeriodPhaseEndDate"]`, and `["PeopleList"]`. Above this list is another red button labeled '<< INSERT >>'.

Revision #3

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