Email Group Notifications

Email Group Notifications provide a mechanism for maintaining single or groups of email addresses for use by Jobs and iqxWEB when distributing messages reports etc. Individual email addresses etc can then be changed in IQX without having to edit the jobs each time.

- Topic - a pre-agreed token e.g. RegisterCandidate or CompleteTimesheet
- Email Address - can be one or more recipient addresses, separated by commas or semicolons
- Message Text - the text of the email. May contain tokens such as

  ```
  {loadform}/person/{personid}/cv
  ```

  which will convert to hyperlinks to load a specified form and view in IQX

- Division and Department can be used to narrow down the recipients for a particular notification. If they are left blank this recipient will receive all notifications for the topic

**Note: a scheduled job, EmailStaffNotifier.xml or equivalent, must be running to do the actual



sending.

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