## Change Coordinator

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Changes at the Program Level

Update the notifications within Checklists.

1. Go to *Personnel > Checklist > Onboarding/Advancement/In-Rotator*
2. Click the **Notifications** tab
3. Select the type of Notification:
   1. Initial - Check the custom message
   2. Reminder - Check the CC Options and the custom message
   3. Complete - Check the custom message
   4. Administrative - Check the Recipients
4. Click **Save**

**Evaluations Module**

Change the email address in each session

1. Go to *Evaluations > Session Manager*
2. Click the name of a session
3. Click the **Settings** tab
   1. Under the Email Settings section, change the Administrator email address in 4 places to the new coordinator
   2. Optional: Click **Customize** to make any necessary changes to a customized message
   3. Click **Save Changes**
4. Click the **Match Session** tab
   1. In the Automatic Matching section, edit the email address
   2. In the End of Session Settings section, edit the email address
   3. Click **Save Changes**
5. Repeat this process for each session

Change email address for High/Low Score notification

1. Go to *Evaluations > Evaluation Forms*
2. Beside a from, click **Actions > Edit**
3. Click **Formatting**
4. In the High/Low Score Notifications section, click **Edit notifications**
5. Un-check the box for the former coordinator
6. Check the box for the new coordinator
7. Click **Save**
8. Repeat this process for each form with High/Low Notifications

**Duty Hours Module**

Check the CC Recipients and Custom Messages for Logging Notifications

1. Go to *Duty Hours > Setup > Notifications*
2. Under the Logging panel, click **Edit**
3. Make any changes necessary:
   1. In the 'Message Body' field
   2. For 'CC Recipients'
4. Click **Save**

Check the CC Recipients and Custom Messages for Sign off Notifications

1. Under the Sign off panel, click **Edit**
2. Make any changes necessary:
   1. In the 'Message Body' field
   2. For 'CC Recipients'
3. Click **Save**

**Procedure Logger Module**

Change administrative email alerts

1. Go to *Logger > Setup > Configuration*
2. In the 'Notifications' section, if Administrative Email Alerts are 'Enabled,' change the email address
3. Click **Save Configuration**

**Conferences Module**

Change administrative emails for Attendee Notifications, Speaker Notifications and Survey Notifications.

Attendee Notifications

1. Go to *Conferences > Manage Conferences*
2. Click on a conference
3. Click **Edit**
4. Click the **Attendee Notifications** tab
5. Click the Pencil icon in front of a Notification
6. Make the necessary changes to the email address and custom message
7. Click **Update Notification in Grid**
8. Check the box to apply these changes to other conferences in the series
9. Click **Save**

Speaker Notifications

1. Click the **Speakers** tab
2. Click the Pencil icon in front of a Notification
3. Make the necessary changes to the email address and custom message
4. Click **Update Speaker in Grid**
5. Check the box to apply this change to other conferences in the series
6. Click **Save**

Survey Notifications

1. Click the **Survey Settings** tab
2. In the 'Administrative Emails' section, change the email address to the new coordinator's address
3. Check the box to apply this change to other conferences in the series
4. Click **Save**

**Administration**

Change email address in Agreements

1. Go to *Administration > Agreements > Setup*
2. Click the **Notifications** tab
3. Click **Edit**
4. In the Email Recipients section, make changes in the 'Administrators' box or the 'Addition email addresses' field
5. Click **Save**