

Name in the Interface	Email Title	Type (Section)	Sent To	When	Frequency	What is this notification?
Document Review Due	SOLABS QM / Document / Your Feedback (Review Cycle) on document [documentName] is DUE	Document	Users assigned to a Review Cycle ALL members of a Role assigned to a Review Cycle if <any> user in the role is selected.	One day before the Review Cycle Due Date (where due dates are being used).	One day before the Due Date	This notification is sent when someone is assigned as a Reviewer in a document Review Cycle, either specifically or as part of a role, and Review Cycle Due Dates are being used. (See Event-Based Notification List if Due Dates are not used.)
Document Review Late	SOLABS QM / Document / Your Feedback (Review Cycle) on document [documentName] is LATE	Document	Users assigned to a Review Cycle ALL members of a Role assigned to a Review Cycle if <any> user in the role is selected.	Review Cycle Due Date in the past (where due dates are being used).	Weekly (Monday)	This notification is sent when someone is assigned as a Reviewer in a document Review Cycle, either specifically or as part of a role, and the Review Cycle Due Date is in the past.
Document To Approve Due	SOLABS QM / Document / Your Approval (Approval Cycle) on document [documentName] is DUE	Document	Users assigned to an Approval Cycle ALL members of Role assigned to an Approval Cycle step if <any> user in the role is selected.	One day before the Approval Cycle Due Date (where due dates are being used).	One day before the Due Date	This notification is sent when someone is assigned as an Approver in a document Approval Cycle, either specifically or as part of a role, and Approval Cycle Due Dates are being used. (See Event-Based Notification List if Due Dates are not used.)

Name in the Interface	Email Title	Type (Section)	Sent To	When	Frequency	What is this notification?
Document To Approve Late	SOLABS QM / Document / Your Approval (Approval Cycle) on document [documentName] is LATE	Document	Users assigned to an Approval Cycle ALL members of a Role assigned to an Approval cycle if <any> user in the role is selected.	Approval Cycle Due Date in the past (where due dates are being used).	Weekly (Tuesday)	This notification is sent when someone is assigned as an Approver in a document Approval Cycle, either specifically or as part of a role, and the Approval Cycle Due Date is in the past.
Document Periodic Review Due	SOLABS QM / Document / Periodic Review for [documentName] is due on [nextReviewDate]	Document	[Originator] [documentOwner] [documentCoordinator] where set for the Document Type	Time period between Initiate Notifications ahead of Review Date setting and Next Review Date setting	Every 2 Weeks (Monday)	This notification is sent every 2 weeks, on Mondays, during the time period between Initiate Notifications ahead of Review Date setting and Next Review Date setting.
Document Periodic Review Late	SOLABS QM / Document / Periodic Review for [documentName] is Late. The Next Review Date was [nextReviewDate].	Document	[Originator] [documentOwner] [documentCoordinator] where set for the Document Type	Next Review Date setting is in the past.	Weekly (Monday)	This notification is when an established Periodic Review date is in the past.
Document To Retire Due	SOLABS QM / Document / Your Approval (Retire Cycle) on document [documentName] to retire is DUE	Document	Users assigned to approve a Retire Cycle ALL members of a Role assigned to approve Retire cycle step if <any> user in the role is selected.	One day before Retire Cycle Due Date (where due dates are being used).	One day before the Due Date	This notification is sent when someone is assigned as an Approver in a document Retire Cycle, either specifically or as part of a role, and Retire Cycle Due Dates are being used. (See Event-Based Notification List if Due Dates are not used.)

Name in the Interface	Email Title	Type (Section)	Sent To	When	Frequency	What is this notification?
Document To Retire Late	SOLABS QM / Document / Your Approval (Retire Cycle) on document [documentName] to retire is LATE	Document	Users assigned to a Retire Cycle ALL members of a Role assigned to a Retire Cycle if <any> user in the role is	Retire Cycle Due Date in the past	Weekly (Tuesday)	This notification is sent when someone is assigned as an Approver in a document Retire Cycle, either specifically or as part of a role, and the Retire Cycle Due Date is in the past.
Due: Training Activity	SOLABS QM / Training / Due: End-user confirmation for Training Activity [activityName] related to Curriculum [curriculumName]	Training	Users assigned a Training Activity as End Users or as Trainers	One day before User Due Date	One day before the Due Date	This notification is sent when someone is assigned to confirm completion of a Training Activity and the Due Date for this assignment is tomorrow (See Event-Based Notification List if Due Dates are not used.)
Late: Training Activity	SOLABS QM / Training / Late: End-user confirmation for Training Activity [activityName] related to Curriculum [curriculumName]	Training	Users assigned a Training Activity as End Users or as Trainers	User Due Date in the past	Weekly (Thursday)	This notification is sent when someone is assigned to confirm completion of a Training Activity and the Due Date for this assignment is in the past.
Assigned: Task	SOLABS QM / Task / Task [AHTName] is assigned to you (as part of [processUniqueID]) <sup>1</sup> (as part of N/A) <sup>2</sup> <sup>1</sup> (when task is a Secondary Task) <sup>2</sup> (when task is NOT a Secondary Task)	Task	[AHTAssigneeUser] or all users of [AHTAssigneeRole] if [AHTAssigneeUser] is set to <any>	Task Estimated Start Date (if the Task Group is active)	On the Due Date	This notification is sent when someone has been assigned a task to do, either an ad hoc task or a secondary task related to a process workflow, and there is a Due Date associated with it. (See Event-Based Notification List if Due Dates are not used.)

Name in the Interface	Email Title	Type (Section)	Sent To	When	Frequency	What is this notification?
Due: Task	SOLABS QM / Task / Task [AHTName] assigned to you is due (as part of [processUniqueID]) <sup>1</sup> (as part of N/A) <sup>2</sup> <sup>1</sup> (when task is a Secondary Task) <sup>2</sup> (when task is NOT a Secondary Task)	Task	[AHTAssigneeUser] or all users of [AHTAssigneeRole] if [AHTAssigneeUser] is set to <any>	One day before the Task Estimated End Date	One day before that date	This notification is sent when someone has been assigned a task to do, either an ad hoc task or a secondary task related to a process workflow, due dates are being used for the tasks and the Due Date is tomorrow.
Late: Task	SOLABS QM / Task / Task [AHTName] assigned to you is late (as part of [processUniqueID]) <sup>1</sup> (as part of N/A) <sup>2</sup> <sup>1</sup> (when task is a Secondary Task) <sup>2</sup> (when task is NOT a Secondary Task)	Task	[AHTAssigneeUser] or all users of [AHTAssigneeRole] if [AHTAssigneeUser] is set to <any>	Task Estimated End Date is in the past	Weekly (Wednesday)	This notification is sent when someone has been assigned a task to do, either an ad hoc task or a secondary task related to a process workflow, and the Due Date for this task is in the past.

Where [AHTAssigneeUser] is the user assigned to the task as Assignee (User). Where [AHTAssigneeRole] is the role assigned to the task as Assignee (Role).