

Name in the Interface	Email Title	Type (Section)	Sent To	Event	What is this notification?
Process Task Due	SOLABS QM / Process / Process Task [Process Task] in [Unique ID] is assigned to you	Process	User who is assigned to act on a process workflow step or all user(s) of the role assigned to act on a process step if <any> user in the role is selected (no specific user selected).	Process Step Confirmation	This notification is sent when a process workflow step is assigned to users.
Process Task Reassigned	SOLABS QM / Process / Process Task [Process Task] in [Unique ID] has been reassigned to you	Process	User who is assigned to act on a process workflow step or all user(s) of the role assigned to act on a process step if <any> user in the role is selected (no specific user selected).	Process Reassign Task action is confirmed for the CURRENT process workflow step.	This notification is sent when a process workflow step is reassigned to someone other than the initial assignee(s). It will be sent to the specific user set as assignee, if one is selected, or to all users in the role selected if <any> user is selected.
Document Feedback Needed	SOLABS QM / Document / Please provide feedback on document [documentName]	Document	Users assigned to a Review Cycle or ALL members of a Role assigned to Review Cycle if <any> user was selected.	Start Review Cycle	This notification is sent to user(s) that are assigned to participate in the review cycle of a document. Since the review cycle is always set in parallel, all users assigned will receive this notification when the review cycle is started.
Document Reviewed on Your Behalf (as Part of Your Role)	SOLABS QM / Document / [userFullName] reviewed document [documentName] on your behalf	Document	Users with the role that was selected for the Review Cycle if <any> user was selected.	A signed Review on Behalf where the Reviewer was set to <any> user in a role but the reviewer signing does not have that same role.	This notification is sent to user(s) part of a role that is assigned to participate in the review cycle of a document when someone performs the review on their behalf.

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Document Reviewed on Your Behalf	SOLABS QM / Document / [userFullName] reviewed document [documentName] on your behalf	Document	User that was assigned as the Reviewer	A signed Review on Behalf where Reviewer was set to a role AND to a specific user in that role but the reviewer signing is not the user assigned	This notification is sent to the specific user that is assigned to participate in the review cycle of a document when someone performs the review on his/her behalf.
Review Cycle Stopped with Comments	SOLABS QM / Document / Review cycle for document [documentName] has been stopped	Document	[Originator] [documentOwner] [documentCoordinator] when set as required attributes for the Document Type	Stop Cycle	This notification is sent when the review cycle of a document is stopped by using the <i>Stop Cycle</i> option, which requires a mandatory comment.
Review Cycle Stopped with Comments	SOLABS QM / Document / Review cycle for document [documentName] has been stopped	Document	[Originator] [documentOwner] [documentCoordinator] when set as required attributes for the Document Type	Review Cycle Decision = "Cycle stopped with comments"	This notification is sent when the review cycle of a document is performed, and the <i>Cycle stopped with comments</i> Review Decision is selected.
Document Comments Provided	SOLABS QM / Document / [userFullName] provided comments on document [documentName]	Document	[Originator] [documentOwner] [documentCoordinator] when set as required attributes for the Document Type	Review Cycle Decision = "Reviewed, see comments"	This notification is sent when the review cycle of a document is performed and the <i>Reviewed see comments</i> Review Decision is selected. It is sent after the user who selects this decision has completed their review.
Review Cycle Completed, with Comments	SOLABS QM / Document / Review cycle completed for document [documentName] (WITH comments)	Document	[Originator] [documentOwner] [documentCoordinator] when set as required attributes for the Document Type	Review Cycle is Completed with decisions of "Reviewed, see comments"	This notification is sent when the review cycle of a document is <u>completed</u> and one of the reviewers has selected the Review Decision <i>Cycle stopped with comments</i> .

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Review Cycle Completed, no Comments	SOLABS QM / Document / Review cycle completed for Document [documentName] (NO comment)	Document	[Originator] [documentOwner] [documentCoordinator] when set as required attributes for the Document Type	Review Cycle is Completed with all Review Decisions = "Ok, no change"	This notification is sent when the review cycle of a document is <u>completed</u> and there is no reviewer that has selected the decision <i>Reviewed see comments</i> .
Document to Approve	SOLABS QM / Document / Please approve document [documentName]	Document	Users assigned to an Approval Cycle at Order = 1 or ALL members of the role assigned to an Approval Cycle at Order = 1, if <any> user was selected.	Start Approval Cycle (Order = 1)	This notification is sent when users have to participate in the approval cycle of a document and are at Level 1 for the Approval Cycle.
Document to Approve	SOLABS QM / Document / Please approve document [documentName]	Document	Users assigned to an Approval Cycle at Order >1 or ALL members of the role assigned to an Approval Cycle at Order > 1, if <any> user was selected.	Approval by all users at Order = 1	This notification is sent when the approval cycle of a document is set in series to the approvers, each time a new order is reached (i.e.: when approver at order 1 has completed the approval, approver(s) set at order 2 receive the notification, etc.).
Document Approved on Behalf of a Role	SOLABS QM / Document / [userFullName] approved document [documentName] on behalf of role [userFCTRoleName]	Document	Users with a role that was set as an approver and [Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	A signed Approval on Behalf when approval is assigned to <any> user in a role but the actual approver is not in that same role	This notification is sent when someone performs the approval of a document on behalf of someone else when the cycle step is assigned to a role (no specific user in that role) and the user performing the approval is NOT in the role assigned.

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Document Approved on Behalf of a User	SOLABS QM / Document / [userFullName] approved document [documentName] on behalf of user [userFullNameSelected]	Document	Users that were set as approvers and [Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	A signed Approval on Behalf when approval is assigned to a role AND to a specific user in that role, but the actual approver is not the user assigned	This notification is sent when someone performs the approval of a document on behalf of someone else when the approval was assigned to a specific person.
Document Rejected During Approval Cycle	SOLABS QM / Document / Document [documentName] has been rejected during approval cycle	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Approval Decision of Reject	This notification is sent as soon as someone submits an Approval Decision of Reject .
Document Rejected on Your Behalf (as Part of Your Role)	SOLABS QM / Document / [userFullName] rejected approval of document [documentName] on your behalf	Document	Users in role that was set to approve the document	An Approval Decision of Reject on Behalf when Approver is assigned to a role AND to <any> user in that role but the actual approver does not have that role assigned	This notification is sent when someone performs the approval of a document on behalf of someone else when the approval of a document is assigned to a role, but no specific user in that role, but the actual approver is NOT in the role assigned and the Approval Decision of Reject is selected.

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Document Rejected on Your Behalf	SOLABS QM / Document / [userFullName] rejected approval of document [documentName] on your behalf	Document	Users that were assigned as approvers	An Approval Decision of Reject on Behalf when the Approval was assigned to a role AND a specific user in that role, but the actual approver not the specified user	This notification is sent when someone performs the approval of a document on behalf of someone else when the approval was assigned to a specific person and the Approval Decision of Reject is selected.
Approval Cycle Stopped with Comments	SOLABS QM / Document / Approval cycle for document [documentName] has been stopped	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Stop Cycle	This notification is sent when the approval cycle of a document is stopped by using the <i>Stop Cycle</i> function.
Document Approved	SOLABS QM / Document / Approval cycle completed for document [documentName] (Document Approved)	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type If the condition for notification Document Effective is met, then this notification is NOT sent	Approval Cycle is Completed with Approval Decisions of Approved and was part of a Document Control Process	This notification is sent when the approval cycle of a document is completed, and all assigned approvers have approved the document.
Document Approved	SOLABS QM / Document / Approval cycle completed for document [documentName] (Document Approved)	Document	[solabsTrainingAdministrator] If the condition for notification NOTIF-1.0.38 is met, then this notification is NOT sent	Approval Cycle is Completed with Approval Decisions of Approved, was part of a Document Control Process and the Document Type set is "Training Required"	This notification is sent when the approval cycle of a document is completed.

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Document Superseded	SOLABS QM / Document / Document [documentName] has been superseded by document [documentName]Where: first [documentName] = document (A) superseded by (B) second [documentName] = document (B) that supersedes (A)	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Document is set to Effective as part of a Document Control Process	This notification is sent when a document is set to become Effective on a particular date or set to Effective by the Document Coordinator, as part of a Document Control Process.
Referred Document Modified	SOLABS QM / Document / Document [documentName] has been modified and is a reference of document [documentName] Where: first [documentName] = document (A) modified and is set as Reference in (B) second [documentName] = document (B) that has document (A) set as reference	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Approval of document	This notification is sent when a document is linked as a Referred Document to another document, and this referred document is modified. It provides a way to determine if the main document needs modification.

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Document Periodic Review	SOLABS QM / Document / SOLABS QM / Document / Periodic Review for [documentName] is planned to be completed by [nextReviewDate].	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Next Review Date setting <i>minus</i> the Initiate Notifications ahead of Review Date setting.	This notification is sent when a document is due for Periodic Review in the number of months set for the Notifications ahead of Review Date setting.
Document to Retire	SOLABS QM / Document / The document [documentName] retire cycle is available for your approval	Document	Users assigned as approvers for a Retire Cycle step at Order = 1 or ALL users with the role assigned to approve a Retire Cycle at Order = 1 if <any> user was selected.	Start Retire Cycle (Order = 1)	This notification is sent when users are assigned as Level 1 approvers for a document retire cycle.
Document to Retire	SOLABS QM / Document / The document [documentName] retire cycle is available for your approval	Document	Users assigned as approvers for a Retire Cycle at Order >1 or ALL users with the role assigned to approve Retire Cycle at Order > 1 if <any> user was selected.	An Approval Decision by all users at Order = 1 of a Retire Cycle	This notification is sent when users are assigned as approvers at Level = >1 and the approvers at the previous level have completed their approvals.
Document Retired on Behalf of a Role	SOLABS QM / Document / [userFullName] approved retirement of document [documentName] on behalf of role [userFCTRoleName]	Document	Users assigned as approvers and [Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	A signed Approval of Retirement on Behalf when the approval is set to <any> user in a role, but the actual approver is not in that same role	This notification is sent when someone performs the approval of a document retire cycle on behalf of someone else when the approval is assigned to a role, but no specific user in that role, but the actual approver is NOT in that role.

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Document Retired on Behalf of a User	SOLABS QM / Document / [userFullName] approved retirement of document [documentName] on behalf of user [userFullNameSelected]	Document	User assigned as approver and the [Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	A signed Approval of Retirement on Behalf when approval is assigned to a role AND to a specific user in that role, but the actual approver not the user assigned	This notification is sent when someone performs approves the retirement of a document on behalf of someone else when the approval was assigned to a specific person.
Document Rejected During Retire Cycle	SOLABS QM / Document / Document [documentName] has been rejected during retire cycle	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	An Approval Decision of Reject during a Retire Cycle.	This notification is sent as soon as someone submits an Approval Decision of Reject for a document Retire Cycle.
Document Retirement Rejected on Your Behalf (as Part of Your Role)	SOLABS QM / Document / [userFullName] rejected retirement of document [documentName] on your behalf	Document	Users with the role assigned to approve a Retire Cycle.	An Approval Decision of Reject on Behalf during a Retire Cycle when approval was assigned to a role AND to <any> user in that role, but the approver does not have that role assigned	This notification is sent when someone approves the retirement of a document on behalf of someone else when the approval was assigned to a specific role, but to no specific user in that role, the actual approver is NOT in that role and the decision Reject is selected.
Document Retirement Rejected on Your Behalf	SOLABS QM / Document / [userFullName] rejected retirement of document [documentName] on your behalf	Document	User assigned to approve a Retire Cycle	An Approval Decision of Reject on Behalf during a Retire Cycle, where the approval was assigned to a specific role AND a specific user in that role, but the user is another person in that role.	This notification is sent when someone approves the retirement of a document on behalf of someone else when the approval was assigned specifically to another person and the Approval Decision of Reject is selected.

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Retire Cycle Stopped with Comments	SOLABS QM / Document / Retire cycle for document [documentName] has been stopped	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Stop Cycle	This notification is sent when the retire cycle of a document is stopped by using the <i>Stop Cycle</i> option.
Document Retired	SOLABS QM / Document / Retire cycle completed for document [documentName] (Document Retired)	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type If document is linked to a curriculum: ALL users with a status = TRAINED or NOT TRAINED for this version of the document	Retire Cycle Completed	This notification is sent when the retire cycle of a document is completed.
Document Retired	SOLABS QM / Document / Retire cycle completed for document [documentName] (Document Retired)	Document	[solabsTrainingAdminist rator]	Retire Cycle completed as part of a Document Control Process for a Document Type set with "Training Required"	This notification is sent when the retire cycle of a document is completed.

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Reference Retired	SOLABS QM / Document / Document [documentName] set as a reference of [documentName] is now retired Where: first [documentName] = document (A) is retired and is set as Reference in document (B) second [documentName] = document (B) that has document (A) set as reference	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Document is retired	This document is sent when a document linked as a Referred Document to another document is retired. This helps to evaluate if this has an impact on the main document.

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Reference Superseded	SOLABS QM / Document / Document [documentName] set as a reference of [documentName] is now superseded Where: first [documentName] = document (A) is superseded and is set as Reference in document (B) second [documentName] = document (B) that has document (A) set as reference	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	Document is superseded	This document is sent when a document linked as a Referred Document to another document and is superseded by another document. This helps to evaluate if this has an impact on the main document.
Reference removed	SOLABS QM / Document / Document [documentName] removed from being linked as a reference Where: [documentName] is the name of the document set as reference and being removed	Document	Users with SOLABS System Administrator role	A document linked as Referred Document of an Approved or an Approved & Effective document is removed	This notification is sent when a document that was linked as a Referred Document to another document is removed from being linked as a reference. This can help evaluate if this has an impact on other documents where this document is set as a reference.

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Document not superseded	SOLABS QM / Document / Document [documentName] has not been superseded by document [documentName] Where: First document is the document set as supersede and second document is then main document superseding.	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	A document becomes effective with the superseded document having an 'In Process' version (so it cannot be superseded)	This notification is sent when a document set to be superseded by another document is NOT superseded when that document is approved. This can happen in the case where the document that set to be superseded has an 'in process' version.
Document Effective	SOLABS QM / Document / Document [documentName] has been set effective	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type	A document becomes Effective.	This notification is sent when a document becomes effective.
Document Effective	SOLABS QM / Document / Document [documentName] has been set effective	Document	[Originator] [documentCoordinator] [documentOwner] when set as required attributes for the Document Type If the document is linked to a curriculum: ALL users with a status = TRAINED for this version of the document	Document set to an Effective status, either: -On document approval -Automatically by the system -Through a Document Control Process -Through Modify Metadata Only function	This notification is sent when a document becomes effective.

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Completed: End User Training Activity	SOLABS QM / Training / End-users' confirmation completed for Training Activity [activityName] related to curriculum [curriculumName]	Training	Users with the SOLABS Training Administrator role	Last of the assigned End Users has confirmed credit for the Training Activity.	This notification is sent when all users assigned to a training activity are at a status of Trained. It will not be sent if the Completion requirement is <i>End user confirmation</i> only.
Completed: Training Activity	SOLABS QM / Training / Training completed for Training Activity [activityName] related to Curriculum [curriculumName] as of: [Today's Date Time]	Training	Users with the SOLABS Training Administrator role	Training Activity Completed	This notification is sent when ALL the completion requirements for the training activity is completed (grades, second confirmation, etc.)
Training Failed (Third Attempt)	SOLABS QM / Training / User [username] [(Full Name)] has 3 Failing Attempts for Training Activity [activityName]	Training	User set as Manager in the User Account of the user who has the three failing attempts and users with the SOLABS Training Administrator role	Training Activity requiring a Passing Grade has been failed a 3 rd time.	This notification is sent when an assigned user had failed a Training Activity 3 times.
Returned: Task (to Originator)	SOLABS QM / Task / Task [AHTName] has been returned to originator (as part of [processUniqueID]) ¹ (as part of N/A) ² ¹ (when task is a Secondary Task) ² (when task is NOT a Secondary Task)	Task	[AHTOriginatorUser]	Return to Originator	This notification is sent when a task assigned to someone is return to the originator of the task using the <i>Return to Originator</i> option.

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Returned: Task (to Assignee)	SOLABS QM / Task / Task [AHTName] has been returned to assignee (as part of [processUniqueID]) ¹ (as part of N/A) ² ¹ (when task is a Secondary Task) ² (when task is NOT a Secondary Task)	Task	[AHTAssigneeUser]	Return to Assignee	This notification is sent when a task assigned to someone is returned to this person by the Originator of the task (using the <i>Return to Assignee</i> function) after this task had been returned to them by the assignee.
Status Changed: Task Completed	SOLABS QM / Tasks / Task [AHTName] is completed (as part of [processUniqueID]) ¹ (as part of N/A) ² ¹ (when task is a Secondary Task) ² (when task is NOT a Secondary Task)	Task	[AHTOriginatorUser]	Status = Completed	This notification is sent when a task is completed by changing the Status of the task to Completed or by setting the End Date to Today's date.
Status Changed: Task Returned to In Progress	SOLABS QM / Tasks / Completed task [AHTName] is back to In Progress (as part of [processUniqueID]) ¹ (as part of N/A) ² ¹ (when task is a Secondary Task) ² (when task is NOT a Secondary Task)	Task	[AHTOriginatorUser]	A status change from Completed to In Progress	This notification is sent when a task has been completed and the Status is changed back to In Progress .

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User Account Locked (E-Sign Attempts)	SOLABS QM / Setup / Account has been locked for [username] after too many unsuccessful login attempts	Setup	Users with the SOLABS System Administrator role	'X' unsuccessful e-sign attempts (depending on configuration)	This notification is sent when a user in the system performs an e-signature and fails to provide the correct username/password more than the maximum number of attempts allowed.
Assigned: Training Activity	SOLABS QM / Training /Required: End-user confirmation for training activity [activityName] related to curriculum [curriculumName]	Training	Assignees of a Training Activity, either as End Users or as Trainers	Training Activity status is set to Active after users have been assigned or Users are assigned to a Training Activity that is already at a status of Active or Active Training Activity is assigned to a new user through the 'Assign by End User' option in the Training Administration menus	This notification is sent when a Training Activity is assigned to trainees.
AD Account Created	SOLABS QM / Welcome to SOLABS QM. Your account has been activated.	Setup	User for whom account has been created.	User Account created with Login Type = SOLABS Identity	This notification is sent when a new account of Login Type = <i>SOLABS Identity</i> is created.

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Access Granted to a New Solabs QM Instance - SOLABS Identity	SOLABS QM / Welcome to SOLABS QM. Your account has been activated.	Setup	User for whom an account has been created in their client instance, when they already had an account in the SOLABS Root instance with a common organizational Security Role.	User Account created with Login Type = SOLABS Identity	This notification is sent when a new account of Login Type = <i>SOLABS Identity</i> is created.
AD Account Activated	SOLABS QM / Your SOLABS QM account has been reactivated.	Setup	User for which account has been reactivated.	User Account Activate when Login Type = SOLABS Identity	This notification is sent when a user account with Login Type = <i>SOLABS Identity</i> was deactivated and is then reactivated.
AD Password Reset	SOLABS QM / Your SOLABS QM password has been reset.	Setup	User for which password has been reset.	Reset Password action when Login type = SOLABS Identity	This notification is sent when the Reset Password option is used by the SOLABS System Administrator for a user account of Login Type = <i>SOLABS Identity</i> .
Account Login Type Changed - SOLABS Identity	SOLABS QM / Your SOLABS QM account password has been changed.	Setup	User for which account has been modified to SOLABS Identity.	Modification of a user account from Database or SSO Login Type to SOLABS Identity Login Type	This notification is sent when the Login type of a user account is modified to be set to SOLABS Identity (was previously set to Database Azure AD or OneLogin).
DB Password Reset	SOLABS QM / User Account Password Reset for [username] ([FullName])	Setup	User that has performed the reset password action in SOLABS QM10	Confirmation of the Reset Password action when Login Type = Database	This notification is sent when the function Reset Password is used for a user account set with Login type = Database.

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Account Login Type Changed - SSO (Azure AD/ OneLogin)	SOLABS QM / Your SOLABS QM account type and password have been changed (SSO Login Type)	Setup	User for which account has been modified to Azure AD or OneLogin	Modification of a user account from Database, or SOLABS Identity Login Types to Azure AD or OneLogin Login Types.	This notification is sent when the user has a Login Type set to Database or SOLABS Identity and the Login Type is modified to Azure AD or OneLogin.
SSO (Azure AD/OneLogin) Account Created	SOLABS QM / Your SOLABS QM account has been created	Setup	User for which account has been created with Login Type = Azure AD or OneLogin	Creation of user account with the Login Type = Azure AD or OneLogin	This notification is sent when a user account is created and the Login Type is set to Azure AD or OneLogin on creation.