

**Open 360 | Editing Invitation, Reminder & Thank You System  
Emails**

## 1. Editing Invitation, Reminder & Thank You System Emails

Within the Open 360 Project/Access Code you can edit the invitation, reminder and thank you emails the assessors will receive.

- Go into the relevant Open 360 project and **click on the 'Emails' tab** along the top of the project information. You'll be able to select between 'Preview: Invitation email' or 'Reminder email' directly beneath the tabs.
- **Click "Edit"** on the right of the screen to update the content. The system uses default formatting including font type and size.
- Any text enclosed in brackets is generated from the information contained in the project e.g. `{{ recipient.username }}` inserts the assessor's first name into the email. So, don't alter these.
- When you have finished editing, **click "Save"**.
- Below the editable email is a **copy of the system generated email**. This is the default used if you decide not to edit.

General People Emails EU Disclaimer Summary

Preview: ☒ Invitation email ☐ Reminder email

**Invitation email - Email for this Project**

Subject Behavioural Analysis Invite

Dear `{{ recipient.username }}`,

You have been invited to assess the following people:  
`{% for assessed_person in assessed_people %}`  
 ASSESSED\_PERSON:  
 First name: `{{ assessed_person.first_name }}`  
 Last name: `{{ assessed_person.last_name }}`  
 Password: `{{ assessed_person.password }}`  
`{% endfor %}`

To perform the assessment, go to the following page:  
<https://www.finxs.com>

Your login details are:  
 Access Code: `{{ answering_account.access_code }}` Your email address: `{{ recipient.email }}`

Please complete the process before: `{{ answering_account.closing_date }}`

Thank you for your participation!

FinxS Server

PS: Please do not reply to this email.

**System template**

Language English (Australasia)

Subject: Open 360 Invitation Note

Dear `{{ recipient.username }}`,

We are in the process of undertaking a 360-degree review of the specified individual/s below and are see

You have been invited to provide feedback on the following people:  
`{% for assessed_person in assessed_people %}`  
 ASSESSED\_PERSON:  
 First name: `{{ assessed_person.first_name }}`  
 Last name: `{{ assessed_person.last_name }}`  
`{% endfor %}`

To complete the questionnaire, please go to: <https://www.finxs.com>

Your login details are:  
 Access Code: `{{ answering_account.access_code }}`  
 Your email address: `{{ recipient.email }}`  
 Password: `{{ assessed_person.password }}`

This survey will take between 15 to 30 minutes to complete. Please complete the process before: `{{ answering_account.closing_date }}`