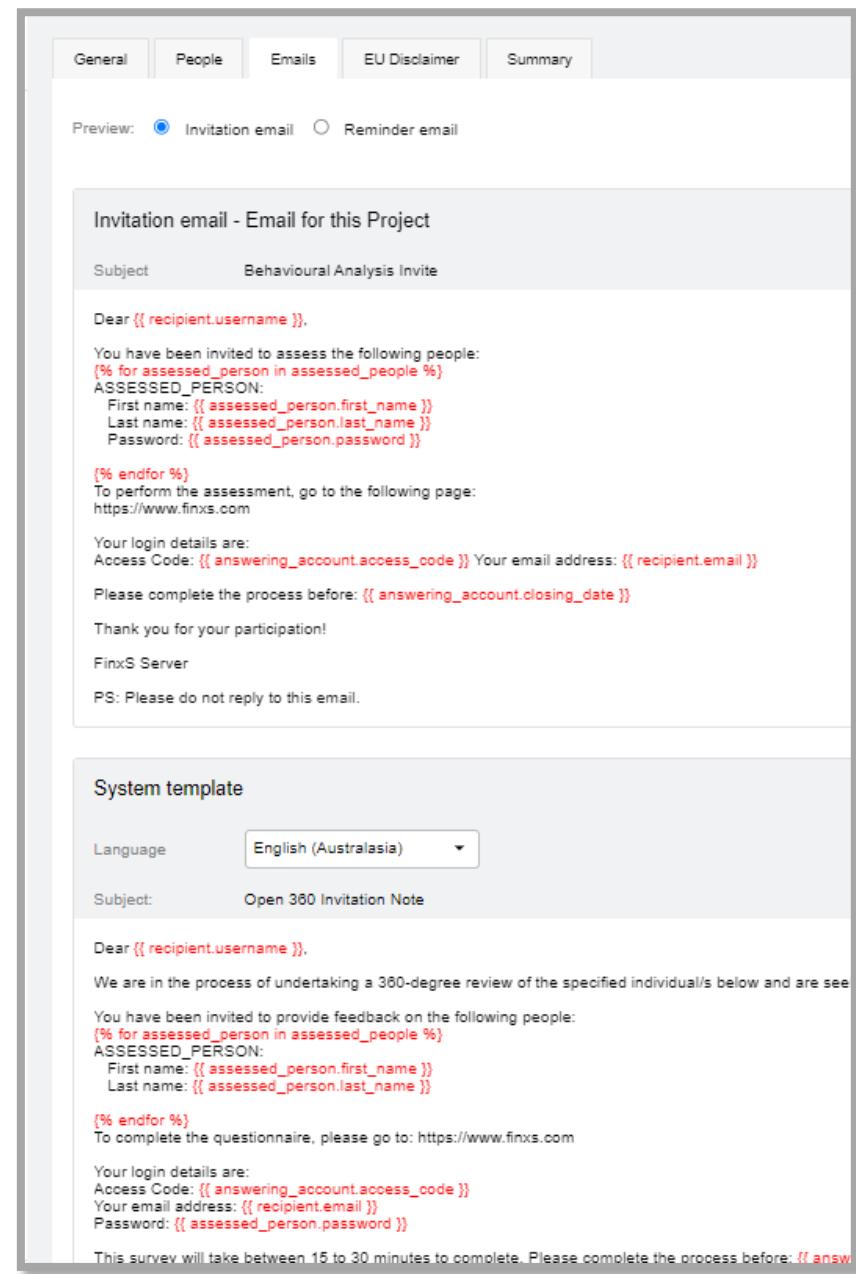


**Open 360 | Editing Invitation, Reminder & Thank You System
Emails**

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.



The screenshot shows the Open 360 project interface with the 'Emails' tab selected. The 'Invitation email' tab is previewed. The email content is displayed with placeholder variables like {{ recipient.username }}. Below the preview is a copy of the system-generated invitation email template.

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 }}