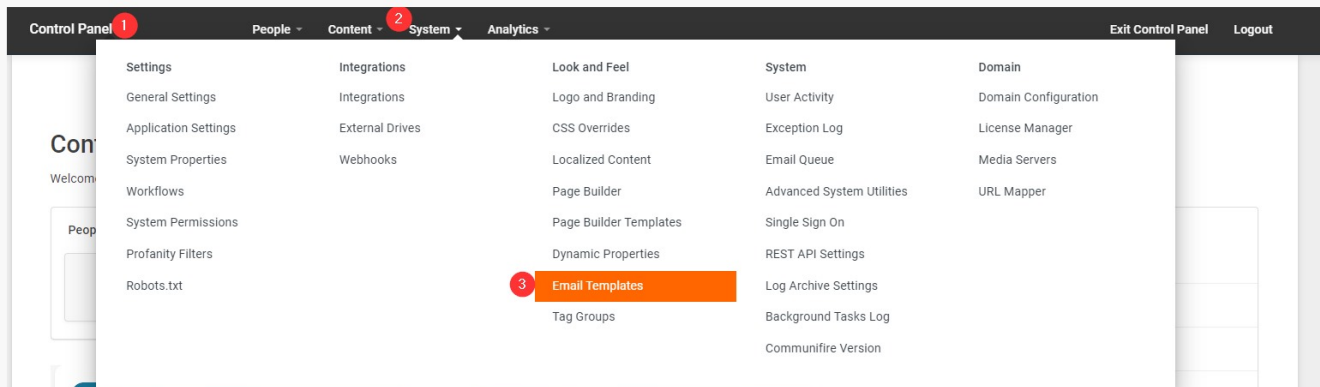# Email Notification of Awarded Badge

Version 1

Published 4/6/2022 08:13 PM by JD Flores   Last updated 4/6/2022 08:13 PM by JD Flores

Supervisors can be notified when users get awarded a badge by simply enabling the email template for it.

Go to Control Panel>System> Email Templates

Find the "Award earned Supervisor Notification" template and click edit icon.

Check the active box.

Friendly name *

Award earned supervisor notification

☑ Active

Description*

Notification to a supervisor of an award earned by a direct report

Now the user's supervisor will get an email when awarded a badge.

NOTE: Be sure that the "Reports To" field for the user receiving the badge is correct. This field is found in the user's Edit Profile page and will determine the supervisor that receives the email notification.

Edit Profile

Personal Information

Contact Information

Work Information

Location

About me

Profile Photo and Avatar

In Your Own Words

Save

Gender 👁
Female ▾

Favorite Food 👁 ⓘ
Pizza

Date of birth 👁
12/25/1985 ⊗

Contact Information

Work Information

Company * 👁
Axero Solutions

Department 👁
Executive ▾

Occupation * 👁
ASP Engineer

Reports to 👁
Christine Jackson

Hire date 👁
12/16/2014 ⊗

Expertise 👁 +1
Communications ⊗ ▾

Leadership ⊗ ▾

Select ⊗ ▾