

Link Message: Notifications for use in ERMS



Library and Records
Management BDB on
FA1APP003

Public

Created By: [REDACTED] on 08/04/2015 at
15:09

Title: Link Message: Notifications for use in ERMS

Categorisation
Personal Work [REDACTED]
Ongoing

Originator: [REDACTED] on
16/02/2015
Status: **Default**
Last Modified: 08/04/2015 15:09:51

From : [REDACTED]
[REDACTED]

Date Sent : 16/02/2015 08:50:41

Subject : [Link Message: Notifications for use in ERMS](#)

Morning all

Something else [REDACTED] asked for was the text of the notification emails that get sent out.

The linked doc has the mails sent weekly about documents approaching a year old and those sent monthly about declared records needing review. In both cases there's mails that get sent to the users and to the registrars. The masters for all mails are held in two databases as mentioned in the document.

In any new system, Records Management would want the ability to edit / update the text of all mails and, preferably, have them in one database rather than spread over two.

Let me know if you need anything more.

Cheers.



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