



A&T Back Office

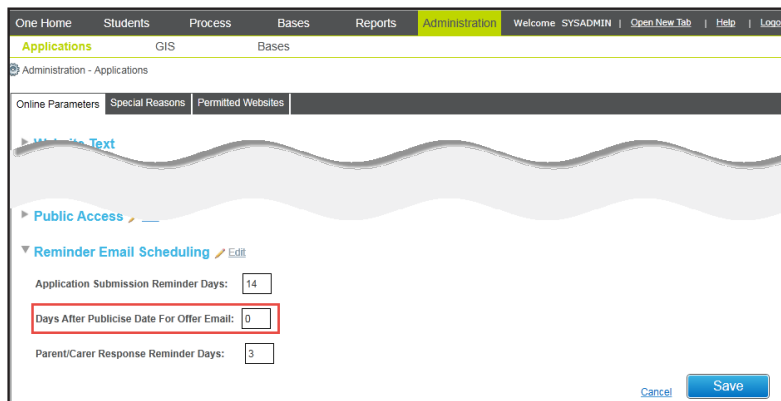
Preparing Offer Day Emails

It is important to check that A&T offer emails are correctly configured before offer day, as these emails may not otherwise be sent to applicants. There are two areas you need to check: A&T's own email settings, and the scheduled task that checks One for bulk email tasks.

Check A&T Email Settings

A&T's **Days After Publicise Date For Offer Email** setting must be set to zero in order for the scheduler to send out offer emails on the publicise date. If this setting is not set to zero, the emails will be sent after the publicise date has passed.

1. Open A&T v4 Online and navigate to **Administration | Applications | Online Parameters**.
2. Open the **Reminder Email Scheduling** section and check that **Days After Publicise Date For Offer Email** is set to 0.
3. If **Days After Publicise Date For Offer Email** is not set to 0:
 - a. Click the **Edit** link to enable editing.
 - b. Enter 0 into the **Days After Publicise Date For Offer Email** field and then click the **Save** button.

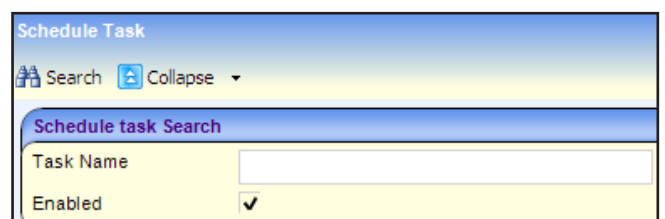


Check Scheduled Task

Next, check that the scheduler is configured to look for daily bulk email jobs from One.

1. Open the v4 Client and navigate to **Tools | Administration | Schedule Task**. The **Schedule task Search** dialog is displayed.
2. Click **Search** to view a current list of scheduled tasks.
3. Look for the **PROCESS_ANT_EMAILS** task. If this task is not listed, refer to the *v4 Scheduled Tasks* technical guide (available from www.onepublications.com) for information on importing tasks from the *ScheduledTasks.xml* file.

NOTE: The **Task Name** of the **PROCESS_ANT_EMAILS** task may vary. However, the task action for the email scheduler task (viewable by double clicking the task, then clicking the **03. Actions** button) is always set to "A&T Emails".



Task Name	Status	Triggers
Alerts	Ready	At 13:28 every day - After t
AT_PROCESS	Disabled	At 08:00 every day - Trigge
EMAIL_QUEUE_PROCESSOR	Ready	At 15:08 every day - After t
PROCESS_ANT_EMAILS	Ready	At 15:08 every day - After t
SEND_ABSENTEES_INV_MEESAGES_AM	Ready	At 01:01 every day - After t
Send_EarlyYears_Feedback_Messages	Ready	At 15:08 every day - After t
Send_eCAF_Auto_Messages	Ready	At 15:08 every day - After t
Update_School_History	Ready	At 15:08 every day - After t