Saville Assessment
Willis Towers Watson

Assessment Updates Oasys Information

Updates to Email Templates

What is it?

Following on from previous comms, we will be ready to make the changes to email templates on Oasys early in Q2.

The new email templates will be:

- be shorter and simpler to allow candidates to easily view and read the emails across devices
- be more generic to ease administration and allow it to be applied to any assessment.
- include deadline date information

What will the change involve?

This update will happen in two stages. The first part of the upgrade will concern the following project level templates:

- Assessee/Rater Invitations
- Assessee/Rater Reminders
- Report Generation
- Score Extraction

At the time of the upgrade, we will remove and update the above project level templates. These templates will no longer appear in the list of email templates on your platform.

The new generic templates will then be added; however, they will **not** be able to be viewed at the platform level. The content of the new generic templates can be viewed and tailored as part of the project creation process.

Emails within existing projects will remain unchanged. However, we recommend you update the emails in your existing projects to the new versions via the 'Edit Project Emails' screen.

The text within the new templates can be overwritten or additional text added should you wish to do so.

The **new 'Assessee Invitation'** email is more concise and generic so that it can be applied to any assessment. Please note that at present the deadline date is for information only and will not at this stage stop someone from completing an assessment after the date given.

© 2020 Saville Assessment

Examples of additional new templates:

New - Assessee/Rater Reminder Template

Subject: $$$CompanyName$$$ Oasys - Reminder

You have one or more outstanding tasks to complete on the Oasys platform.

Please select the link below to log in and view your task(s).

$$$URL$$$

Deadline for completion of your task(s): $$$ProjectDeadline$$$

If you have any queries, please contact the Project Administrator using the contact details below.

$$$SupportDetails$$$

Kind regards,

$$$CompanyName$$$

New - Report Generation

Subject: $$$CompanyName$$$ Oasys - Report Generation - $$$Firstname$$$ $$$Lastname$$$

One or more reports are available for you to access on the Oasys platform.

Please select the link below to log in and view the report(s).

$$$URL$$$

Deadline for completion of your task(s): $$$ProjectDeadline$$$

If you have any queries, please contact the Project Administrator using the contact details below.

$$$SupportDetails$$$

Kind regards,

$$$CompanyName$$$

New - Score Extraction Completed

Subject: $$$CompanyName$$$ Oasys - Score Extract

A score extract that you have recently requested has been generated from the $$$ProjectName$$$ project.

Please select the link below to log in and view the extract.

$$$URL$$$

The extract will expire seven days after generation.

If you have any queries, please contact the Project Administrator using the contact details below.

$$$SupportDetails$$$

Kind regards,

$$$CompanyName$$$

© 2020 Saville Assessment

When will this update be released?

The upgraded email templates will be released across platforms early in Q2.

You will **not** be required to take any action. We will load the new email templates in all available Oasys languages.

Should you require more information on how to use the new templates, please contact bureau.manager@savilleassessment.com.

© 2020 Saville Assessment