

Saville Assessment

Willis Towers Watson 



Saville Assessment Oasys Quick Guide

Editing Platform Master Email Templates

Editing Platform Master Email Templates

This quick guide explains how to amend the master templates on an Oasys platform (system administrator users only). **Any changes to the master templates will apply to all new projects subsequently created.** New master email templates can also be added to the existing standard selection.

The master email templates are displayed in the drop down menu when creating a new user or project. For information on editing the email templates used for a specific project, please refer to the **'Email Configuration'** section in the **'Managing Existing Projects'** quick guide.

Editing Existing Master Email Templates

- Log in to the Oasys platform and select the 'Organization' tab.
- Select the 'Manage Email Templates' link.
- Select the 'Edit Template' button next to the required template.
- Make sure the template is selected in the language you wish to make changes to.
- Please Note: If you want to make changes to the template in a language other than the one currently displaying, make sure you select the correct language from the 'Selected Culture' drop down before making any changes. The text appearing in the email fields will automatically change to the language you have selected. Templates are only available in the languages that you have on your platform.
- Select the 'Save Changes' button after making any changes to the email text.

Please Note: It is important that you do not remove or amend the \$\$\$ signs as these indicate dynamic (runtime) fields that will be automatically populated by Oasys.

Creating New Master Email Templates

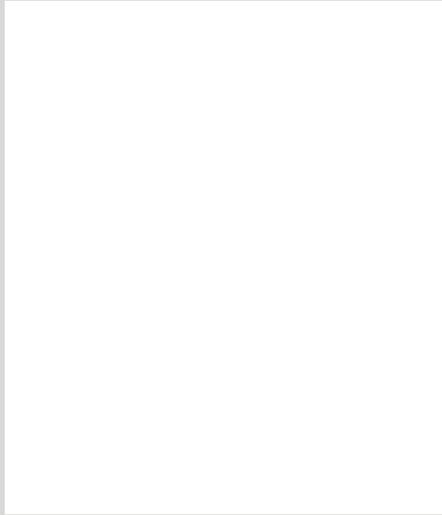
On occasion, it may be necessary to create additional master email templates; for example, a project-specific 'Create User' email template as the latter is not configurable during the project creation stage. There are three types of email template available.

- Log in to the Oasys platform and select the 'Organization' tab.

Create User	User login details
Username Reminder	Reminder email to the user of their username
Password Reminder	User email containing their new password

- Select the 'Manage Email Templates' link.
- On the next page, select the 'Create New Template' button.
- Select the appropriate template type from the drop-down menu and choose the 'Select' button.
- Review the default content and make any changes required.
- Select the 'Create' button.

If a template is no longer required, it can be removed by selecting the delete button.



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