

## What Email Notifications will I receive?

Affinixtext library notification emails guide and prompt you, and support the maintenance of security.

### Notification: Logging in/Security

Email Subject Title	Recipient	Activation Trigger
Affinixtext Library - Confirmed Credentials	User	When a user has been locked out/forgotten password/inactivated and requests a library administrator to generate a new password
Affinixtext Library - Password Reset	User	When a user has been locked out/forgotten password and requests new password via Forgotten Password link
Affinixtext Security Notification: You have just logged into an Affinixtext Library	User	When a user has logged into an Affinixtext library
Affinixtext Library Account	Newly added user	When a new account has been created for a user
Affinixtext Library Account	Newly added SSO user	When a new SSO account has been created for a user
Affinixtext Security Notification: Your one-time security code	User	Following username/password log in where dual factor authentication is used

### Notification: Tasks

Email Subject Title	Recipient	Activation Trigger	
[Task No] Task Assigned	Assignee	When a Task has been created and Assignee allocated	
[Task No] Task Assigned	Verifier	When a verifier has been allocated to a new or existing Task	Only where Task includes Verifier
[Task No] Awaiting Task Verifications	Verifier	When a Task has been completed and requires verification	Only where Task includes Verifier
[Task No] Task Re-opened	Assignee	When a Verifier has re-opened a Task for the Assignee to complete again	Only where Task includes Verifier
[Task No] Task Verified	Assignee	When a Task has been verified	Only where Task includes Verifier
[Task No] Task Unassigned	Outgoing Assignee	When the Assignee of an existing Task has been reallocated	
[Task No] Task Re-assigned	New incoming Assignee	When the Assignee of an existing Task has been reallocated	

[Task No] Task Unassigned	Outgoing Verifier	When the Verifier of an existing Task has been reallocated	Only where Task includes Verifier
[Task No] Task Reassigned	New incoming Verifier	When the Verifier of an existing Task has been reallocated	Only where Task includes Verifier
[Task No] Task Deleted	Assignee, Creator	When a Task is deleted	

### Notification: Task Summary Emails

Email Subject Title	Recipient	Activation Trigger
[Library Name]: Task Summary	Assignee, Verifier	Each Sunday if recipient has actions required in next 30 days

### Notification: User Audit

Email Subject Title	Recipient	Activation Trigger
Audit Manager Report	Audit owner	Regular automated report (frequency as per report, default 3-monthly)

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