



Schedule an Email

You can automate prospect and applicant communication using ACES² by scheduling an email report. Emails can be scheduled to run daily, weekly, or monthly. All scheduled emails are sent at a specified time as indicated in your data exchange settings. They typically run about one hour after other scheduled reports.

Schedule an Email

1. From the tabs, select **Reports**. Alternatively, select **All** from the Reports section of the site map.
2. Select **E-mail** from the Style drop-down menu.

A screenshot of a web interface showing a 'Style' drop-down menu. The menu is open, displaying a list of options: Crystal, Export/Reports, LSAC, MS Word, Word Perfect, E-mail (highlighted in blue), By Applicant, By Review, and Evaluation Grid. The 'Style' label is on the left, and the 'Subject' label is below it.

3. Select the email report you want to schedule.
4. Select the condition to target the appropriate recipients.
5. From Output Type, select **Schedule Email**.

A screenshot of a web interface showing an 'Output' section. The 'Type' drop-down menu is open, displaying a list of options: EMail (selected), EMail, and Schedule Email (highlighted in blue). A yellow 'Run Report' button is visible to the right of the menu.

6. Select **Run Report**.
 - The Schedule Email window displays.
7. Specify the Start Date. The date defaults to today.
8. Select the Frequency (Daily, Weekly, or Monthly).
9. Specify the End Date. This is required even if you want the email to always run.
 - If you just want the email to run a single time, make the start and end dates the same date.
10. If this is an applicant email, choose the Recipient email address selection.
 - Default: Lets ACES² validate the email address syntax, domain, or mailbox of the primary email address. If the primary email address is invalid, the email will be sent to the secondary email address.

- Primary Only: Will not validate the email address; the email will be sent to the primary email address.
 - Secondary Only: Will not validate the email address; the email will be sent to the secondary email address.
 - There is only one email address in a prospect record.
11. You can set an optional maximum number of recipients for the email in the Maximum Recipients field.
 - The limit in ACES² is 20,000.
 - If you reach this number, ACES² will not send the email. There will be a notification on the Daily Check page that the maximum number has been exceeded. In addition, an autogenerated email will be sent to the user who scheduled the email telling them that the email was not sent.
 12. Specify the From and Reply To email addresses.
 13. To update the Contact Log section of the applicant record:
 - select **Existing** and choose an option from the drop-down field, or
 - select **Add** and enter a description.
 14. If you want to update the mailing log, select a description from the Mailings options.
 15. Select **Preview Page** to preview the email.
 16. Select **Save** to finish scheduling the email (or **Cancel** to abandon scheduling).

The screenshot shows a web form titled "Schedule Email: 1 Sample Email". The form contains the following fields and options:

- Start Date:** 5/16/2018 (dropdown)
- Frequency:** Daily (dropdown)
- End Date:** 5/16/2050 (dropdown)
- Recipient email address selection:** Radio buttons for Default, Primary Only, and Secondary Only.
- Maximum Recipients:** An empty text input field.
- From:** Alumni Outreach <Alumni@nusl.edu> (dropdown menu)
- Reply To:** Alumni Outreach <Alumni@nusl.edu> (dropdown menu)
- Contact Log:** Radio buttons for Existing (with a dropdown menu) and Add (with a text input field).
- Mailings:** A dropdown menu with "Description" selected and highlighted in green.

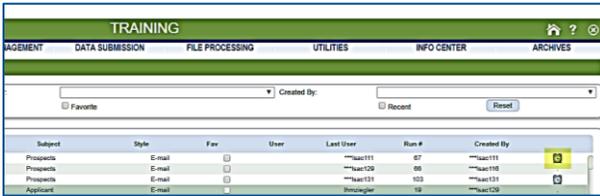
Contact Log: Existing
 Add

Mailings:

Description
<input type="checkbox"/>
<input type="checkbox"/> 1 FB Test
<input type="checkbox"/> Academic Dean Welcome
<input type="checkbox"/> Accepted Student Invitation Email
<input type="checkbox"/> Admissions Webinar
<input checked="" type="checkbox"/> Admit Letter
<input type="checkbox"/> Admitted Student Website

Recruiting Event:
Date
Attended/Associated

When a report is scheduled, you will see an alarm clock icon  next to the email report on the reports list.

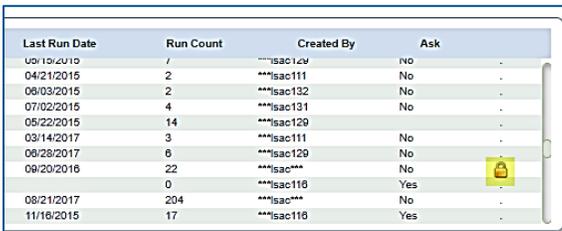


Subject	Style	Fav	User	Last User	Run #	Created By
Prospects	E-mail	<input type="checkbox"/>	***sac111	***sac111	67	***sac111
Prospects	E-mail	<input type="checkbox"/>	***sac120	***sac118	68	***sac118
Prospects	E-mail	<input type="checkbox"/>	***sac131	***sac131	103	***sac131
Applicant	E-mail	<input type="checkbox"/>	***sac129	***sac129	19	***sac129

Scheduled emails

- may be run (on demand) through Reports
- may be edited; saved changes will be reflected the next time the email is run
- cannot be deleted

When a report is scheduled, a lock icon  denotes its associated condition:



Last Run Date	Run Count	Created By	Ask
UD 12/4/19	1	***sac110	No
04/21/2015	2	***sac111	No
08/03/2015	2	***sac132	No
07/02/2015	4	***sac131	No
05/22/2015	14	***sac129	No
03/14/2017	3	***sac111	No
08/28/2017	6	***sac129	No
09/20/2016	22	***sac***	No
	0	***sac116	Yes
08/21/2017	204	***sac***	No
11/16/2015	17	***sac116	Yes

Conditions associated with a scheduled report cannot be edited or deleted. The email must be unscheduled before you can edit or delete the condition.

Unscheduling Emails

1. From the Daily tab, select **Daily Check**.
2. Expand the Reports section if closed.
3. Select **Remove** to unschedule the email. A confirmation window is displayed.
 - An expired email does not unschedule itself. Although it is not running, it will remain on the Daily Check page until removed or rescheduled as needed.

Determine the Time Scheduled Emails Run

1. From the Utilities tab, select **ACES² Setup**, then select **Data Exchange**. Alternatively, select **Data Exchange** from the Utilities section of the site map.
2. Locate the Scheduled Email setting.

Data Exchange Settings	
ID	Description
1	EAPP Data Retrieval
2	Report Requests Submission
4	Send Decisions to LSAC
5	Send Commitments to LSAC
6	JD Domestic Data Retrieval
7	CRS/Forum Data Retrieval
8	CRS/Forum Import
9	Prospect Import
10	Applicant Import
12	Send Fee Waivers to LSAC
15	Decision Import
16	Commitments Import
17	Other Source Import
18	Send FYA to LSAC
19	TS189 File Retrieval
25	Scheduled Reports
29	JD International Data Retrieval
32	Doc Assembly Req
33	Doc Assembly Fetch
34	Application and Report Settings to LSAC
35	Matric Certification File Retrieval
37	GRE
38	Scheduled Email
39	Oracle Prospect Import
42	Untrans Eapps

- Read across the row for start time, last execution, and next execution.
- Times are Eastern Time if your school houses its data at LSAC. Scheduled email reports typically run one hour after other scheduled reports.
- To change this time, please contact your regional support team.