Email Notifications

A number of email notifications are automatically generated and sent within the List Management System for communication purposes. Recipient(s) of notification emails are determined according to their role in the system and their association with the list e.g. the list owner, editor or member.

Action	Recipient(s)	Email details
Request for membership	List owner and editor(s)	**Subject**: You have a 'Request For Membership' to list <list name>\n\n**Body**: <User Name> would like to become a member of the <list name>. <User Name> provided the following reason for this request '<request reason given by user>'.\n\nYou can action this request through the List Management system <Link to LM>.
Removal of membership	List owner and editor(s)	**Subject**: You have a 'Remove Membership Request' for list <list name>\n\n**Body**: <User Name> would like to be removed from the following list <list name>. <User Name> provided the following reason for this request '<request reason given by user>'.\n\nYou can action this request through the List Management system <Link to LM>.
Enquiry via 'Contact Us' form in LMS (Library@griffith.edu.au)	Library & IT Help	**Subject**: You have a general inquiry from a List Management user.\n\n**Body**: <Description/Text entered by the user>
Denial of request (add membership or remove membership)	Requestor	**Subject**: Your request for <request type> on <list name> has been denied.\n\n**Body**: The reason given for denying your <request type> on <List name> is: <Denial reason>.
List expiration	List owner	**Subject**: Your list is about to expire\n\n**Body**: You are receiving this email because you are the owner/editor of the <list name> in the List Management system.\n\nYour list <list name> will expire on <date, time> Please go to the List Management System and update your lists' expiry date to continue using this list: <Link to LM>.\nIf you have any questions, please contact Library and IT Help on x55555. This is an automated message. Please do not reply.
List expiration	List owner and editor(s)	**Subject**: <list Name> will expire in less than a week.\n\n**Body**: List <list name> will expire in less than a week, after which it will no longer be available in the following systems <target system(s)>.\nIf you are the Owner of the list and wish to extend the lists availability you can do so through the List Management system. <Link to LM>.\nIf you are the Editor of the list please contact the system administrators through the 'Contact Us' menu.

Table 1: Table design

Related modules

- Introduction to List Management
- Navigation and the Dashboard
- Specialised and Organisational Lists
- Target Systems
- Creating a List
- Using a List in Lotus Notes

Additional learning tools / sources of information

- See https://intranet.secure.griffith.edu.au/computing/list-management/training for links to self help print material.