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Performance DNA Administrator Guide

Assessment Completion Email

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Assessment Completion Email

This option is available on the **System Settings > Event Settings** tab. It allows you to set the frequency for processing notifications of the completion of assessments. To enable it, select the **Enabled** check box for the **Assessment Completion Email** item.

The **Interval in Minutes** setting specifies how frequently emails will be processed. For each assessment that is completed within the interval period, an email will be sent to the manager(s) or trainer of the user who has completed the test.

Note: This feature requires that certain other settings have been specified; including the email field (specified in the **General Settings** tab) and that users must have valid email addresses specified for this user field. The email is only sent for normal assessments and “self” only assessments. Combined Feedback assessments have a different setting on the **System Settings** page. “Peer” assessments do not send emails.