

3. Additional event info has been added to events export function
 - a. All the contact and event details now export

Export Events:
 Export Date Range: 11/18/2018 to 12/15/2018

4. New email options have been added to outbound queue
 - a. You can now send yourself a test email from emails in the outbound queue
 - b. There is now an option to preview an HTML email while in the outbound

QEMS Candid Color Systems

Messages Customers Calendars Organizations Reports Schedule Setup Admin

Outbound Queue

The list below shows any pending e-mails. Messages with high (!) and low (!) priorities are sent immediately. Items with a normal priority are sent 15 minutes after they are queued.

	Date/Time	From	Subject	Pending	Number Halted
<input type="button" value="DELETE"/> <input type="button" value="VIEW"/>	12/12/2018 12:13:00 PM	Party Pics	Pictures Make Great Gifts! Save 15% Now!	10816	0

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[/QEMS/Setup/Queue.aspx?EventID=207381](#)

Site Setup
 Manage Identities
 Color Codes
 CCS Accounts
 Event/Job Types
 Organization Types
 E-mail Settings
 Bouncebacks
Outbound Queue
 Templates

Outbound Queue Details

[Back to list](#)

Date/Time: 12/12/2018 12:13:00 PM
From: Party Pics <PartyPicsOklahoma@candid.com>
Reply To: ccpcustomerservice@candid.com
Subject: Pictures Make Great Gifts! Save 15% Now!
Addresses: 00kenzie@comcast.net, 0128myles@gmail.com, 01kathrynkyle@gmail.com, 13michellegutierrez@gmail.com, 15harrisonwilliams@gmail.com, 17

5. You can allow your staff to accept or decline jobs or you can force an accept
 - a. You can also disable nightly summary notifications

Photographers accept assigned events automatically (no accept/declined in email)
Send nightly notification emails (nightly summary)
Send missing schedule availability emails (photographer availability)
Send event notification emails (photographer accept/decline)

6. Ability to resend custom event notification on event has been added
 - a. If something changes on the event details you can resend the event notification to the photographers who have accepted the job. You can also customize this message.

Photographer Setup

	Employee	Accepted
Photographer	_Shana Brownell (405-820-8385)	Yes
Lead Photographer	Lauren Kelly(918-346-0504)	Yes
Photographer-Veteran	*_Lovena Castleman (405-248-8130)	Yes
	*_Munish Hirani (405-600-4643)	Yes

Resend Notification to Accepted

You have been scheduled for a new event

You have been scheduled for "Rose State Nurse Pinning Dec 2018".

Event Date: Tue, December 11, 2018

Arrival Time: 5:00 PM

Event Time: 7:00 PM

Duration: 1:30

Send Emails

7. When clicking on a date on the calendar you now see if photographers assigned have confirmed or not

10 (1 event) Day View AM Casady Upper Division Grandparents' Day 2018 3	11 (3 events) Day View AM Depart for UTEP 2 PM Grad Training-Green Screen 1+ Rose State Nurse Pinning Dec 2018 3+	12 (1 event) Day View PM Grad Training-Handshakes/Professionals 1	13 (3 events) Day View PM Depart for TTU 6 Grad Training-Handshakes/Professionals 1+ UTEP Liberal Arts Awards and Hooding Ceremony 4+
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Events

12/15/2018 Go

<< Prev December 15, 2018 Next >>

Date	Event Start Time	Duration	Event Name	Event Type	Order#	#Assigned	Assigned	Assigned Role	Confirmed
Sat, December 15, 2018	7:00 AM	10:0	UTEP Green Screens	Graduation	27061581	7 of 5	*_Brady Williams (405-740-0785) UTEP-Adal Rivas UTEP-Andrew Torres UTEP-Jezrael Gandara UTEP-Sean Moreno UTEP_Consuelo Martinez x_Dan Hays (405-620-3837)	Photographer Assistant Assistant Assistant Assistant Lead Photographer	✓ ✓ ✓ ✓ ✓ ✓
Sat, December 15, 2018	9:00 AM	2:30	Texas Tech University Winter 2018 9am	Graduation	27061323	5 of 5	*_Jason Kelly (405-920-7420) *_Blanca Gonzalez (405-264-6866) *_Melissa Bishop (405-623-5079) Christina Davidson(405-920-4782) LaShawna Collins(405-762-2591)	Lead Photographer Photographer Photographer-Veteran Photographer	✓ ✓ ✓ ✓
Sat, December 15, 2018	9:00 AM	2:0	UTEP Engineering Ceremony	Graduation	27061920	7 of 4	*_Brady Williams (405-740-0785) UTEP-Adal Rivas UTEP-Andrew Torres UTEP-Jezrael Gandara UTEP-Sean Moreno UTEP_Consuelo Martinez x_Dan Hays (405-620-3837)	Photographer-Veteran Assistant Assistant Assistant Assistant Lead Photographer	✓ ✓ ✓ ✓ ✓ ✓