Sonar

Generate Email Templates

Version <1.0>

Revision History

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# Generate Email Templates

## Brief Description

This will generate commonly used template emails for advisors to send to students.

# Basic Flow

The actor in this case is the advisors. The advisors have certain emails that they send regularly such as you have been accepted into the program that can be made into a template to where the advisor can just click the template and it will open in an email which will allow for them to send out to students without having to type out the same thing multiple times.

## Alternative Flows

Alternative flows are actions that will occur if the system does not do what it is supposed to do

### **Templates do not open in blank email**

The system will have a selection of blank templates for the advisors to send quickly to the students. An error that can occur here is that the template when selected does not open in a blank email which would prevent an advisor from being able to quickly click the template and just fill in the email addresses costing them time.

# Special Requirements

These are requirements that must be met to allow the system to generate and send emails to students in a timely manner.

## System Requirements

* Access to Windows Server 2012
* Access SQL 2016
* Due to FERPA restrictions we must store student information and grades on secure University of Louisville servers
* System must have pre saved templates that when clicked will open in a blank email.

# Pre-conditions

These are conditions that must be met to make sure the system is sending emails as it should

## Templates must be accessible and open in a blank email

For this system to work, commonly used templates need to be pre-saved in and readily accessible.

# Post-conditions

These are the outcomes following a working system.

## Templates when clicked, open in a blank email

There will be pre-saved templates that when clicked, will open in a blank email document.

# Extension Points

If templates are stored incorrectly, they will not open in a blank email when clicked.

**6.1** **Templates stored incorrectly**

If the templates are not stored correctly in the database, then when clicked on, they will not open into a blank email causing the advisor to spend more time copying and pasting the template into an email.