

Please only use placeholders from this list in your Admin Module email template or the placeholders will not work.

Admin Module Placeholder List

Placeholders pull data from the product and are transformed in the email. Copy and paste the full placeholder, including the double curly brackets.

Placeholders	Placeholder Description	Default Templates that Utilize Placeholder
{{Task.From.FirstName}}	First Name of the person whom the Ad Hoc task was assigned from	New Ad Hoc Task Created
{{Task.From.MiddleName}}	Middle Name of the person whom the Ad Hoc task was assigned from	New Ad Hoc Task Created
{{Task.From.LastName}}	Last Name of the person whom the Ad Hoc task was assigned from	New Ad Hoc Task Created
{{Task.CreateDate}}	Date the Ad Hoc Task was created	New Ad Hoc Task Created
{{Task.AssignTo}}	First and Last Name of person the Ad Hoc task is assigned to	New Ad Hoc Task Created
{{Task.DueDate}}	The due date of the of assigned Ad Hoc task	New Ad Hoc Task Created
{{anchor Task.Link}}	In the email it will show as “view”, clicking on the “view” link sends you to the task. *Please note there is a space between anchor and Task.	New Ad Hoc Task Created
{{Task.Status}}	The Status of the task i.e. Open, Closed.	New Ad Hoc Task Created
{{Task.Description}}	This is the detailed description of what is needed or th Ad Hoc Task	New Ad Hoc Task Created
{{Target.Team}}	Name of Ad Hoc Team that triggered the routing rule. The user is receiving an email because they are a member of this team.	<ul style="list-style-type: none"> ● Team Review Rule - Proposal ● Team Review Rule - Award ● Team Notification Rule - Proposal ● Team Notification Rule - Award ● InfoReady Review Rule ● New ad-hoc team task created

{{Task.URL}}	The URL that links you to the web page of where the task will be completed.	New Ad Hoc Task Created
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