

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	Placeholder can be used in the following email templates:
{{Task.From.FirstName}}	First Name of the person who the Ad Hoc task was assigned from	<ul style="list-style-type: none"> • New ad-hoc task created • New ad-hoc team task created • Ad-hoc due date reminder • Ad-hoc past due date reminder
{{Task.From.MiddleName}}	Middle Name of the person who the Ad Hoc task was assigned from	<ul style="list-style-type: none"> • New ad-hoc task created • New ad-hoc team task created • Ad-hoc due date reminder • Ad-hoc past due date reminder
{{Task.From.LastName}}	Last Name of the person who the Ad Hoc task was assigned from	<ul style="list-style-type: none"> • New ad-hoc task created • New ad-hoc team task created • Ad-hoc due date reminder • Ad-hoc past due date reminder
{{Task.CreateDate}}	Date the Ad Hoc Task was created	<ul style="list-style-type: none"> • New ad-hoc task created • New ad-hoc team task created
{{Task.AssignTo}}	Team Name or the First and Last Name of the person who the Ad Hoc task is assigned to	<ul style="list-style-type: none"> • New ad-hoc task created • New ad-hoc team task created • Ad-hoc due date reminder • Ad-hoc past due date reminder
{{Task.DueDate}}	The due date of the assigned Ad Hoc task	<ul style="list-style-type: none"> • New ad-hoc task created • New ad-hoc team task created • Ad-hoc due date reminder • Ad-hoc past due date reminder
{{anchor Task.link}}	Admin: 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	<ul style="list-style-type: none"> • New ad-hoc task created • New ad-hoc team task created • Ad-hoc due date reminder

	<p>anchor and Task</p> <p>SP: Currently, SP Ad Hoc tasks will route user to the Home page</p>	<ul style="list-style-type: none"> Ad-hoc past due date reminder
{{Task.Status}}	The Status of the task e.g., Open, Closed	<ul style="list-style-type: none"> New ad-hoc task created New ad-hoc team task created
{{Task.Description}}	This is the detailed description of what is needed or the Ad Hoc Task	<ul style="list-style-type: none"> New ad-hoc task created New ad-hoc team task created Ad-hoc due date reminder Ad-hoc past due date reminder
{{Target.Team}}	Name of Ad Hoc Team assigned to the task. The user is receiving an email because they are a member of this team	<ul style="list-style-type: none"> New ad-hoc team task created Ad-hoc due date reminder Ad-hoc past due date reminder
{{Task.URL}}	The URL that links you to the web page of where the task will be completed	<ul style="list-style-type: none"> New ad-hoc task created New ad-hoc team task created
{{Task.Name}}	Title of the task	<ul style="list-style-type: none"> New ad-hoc task created New ad-hoc team task created Ad-hoc due date reminder Ad-hoc past due date reminder
{{Task.ID}}	Unique identifier for the task	<ul style="list-style-type: none"> Ad-hoc due date reminder Ad-hoc past due date reminder
{{User.FirstName}}	First Name of the person who the username was changed for	<ul style="list-style-type: none"> Username has been changed
{{User.LastName}}	Last Name of the person who the username was changed for	<ul style="list-style-type: none"> Username has been changed
{{User.Username}}	New username of the person who the change was requested for	<ul style="list-style-type: none"> Username has been changed
{{anchor Target.LoginLink "here"}}	The URL that links you to the web page for login using the new username	<ul style="list-style-type: none"> Username has been changed
{{UserTarget.FirstName}}	First Name of the person who the account was created for	<ul style="list-style-type: none"> New Cayuse Account Created
{{UserTarget.LastName}}	Last Name of the person who the account was created for	<ul style="list-style-type: none"> New Cayuse Account Created
{{UserTarget.CustomerName}}	Name of the customer who the	<ul style="list-style-type: none"> New Cayuse Account

	account was created for	Created
{{UserTarget.Username}}	Username of the person who the account was created for	<ul style="list-style-type: none"> • New Cayuse Account Created
{{UserTarget.TempPassword}}	Temporary password for the person who the account was created for	<ul style="list-style-type: none"> • New Cayuse Account Created
{{anchor UserTarget.LoginLink "here"}}	The URL that links you to the web page for login activation	<ul style="list-style-type: none"> • New Cayuse Account Created
{{UserTarget.CustomerName}}	Name of the customer who the account was created for	<ul style="list-style-type: none"> • New Cayuse Account Created