



Rave Email Alerts

Instructor-Led Webinar Course Outline

Course Description: Email Alerts is a feature that sends email notifications to the specified recipients based on study events that occur in Rave EDC. Email notifications may be sent before or after the planned date of an event.

Approximate Duration¹: 30 min

Module	Topic
Introduction to Email Alerts (5 min)	Objectives
	Email Alerts Overview
Email Alerts: The End Result (5 min)	Rave EDC Data Triggers for Email Alerts
	Email Notifications
Creating an Unactivated User Alert (5 min)	Edit and configure an Unactivated User Alert
	Token Variables Part I
	Write the email notification
Setting up Investigators for Email Alerts (5 min)	User Admin settings
	Site Admin settings
	Display new settings in Rave EDC
Creating an Unanswered Queries Alert (5 min)	Edit and configure Unanswered Queries Alert
	Addressing Recipients
	Token Variables Part II
	Adding multiple notifications to the same Alert type
Additional Essential Tasks (5 min)	Modifying Email Alerts

Module	Topic
	Frequency of Notifications
	Email Groupings
	Rave Advanced Configuration
Closing (5 min)	Summary

¹ Duration listed is approximated, and does not reflect activities, simulations or assessments