# Cancel (Decline) Schedule -Send Email to Group Members

Create your workflow

## **Details**

Name: Cancel (Decline) Schedule - Send Email to Group Members

Select Active and Automatically Persisted

#### **Description:**

Launched from a Declined Schedule Confirmation (set on the group type). This workflow sends an email request to all other group members with the same group member assignment (location) listing the information for the open schedule.

- 1. The declined schedule email is automatically from the Group > Scheduling > Schedule Cancellation Person to Notify field.
- 2. The 'reply to' address in the group member workflow is pulled from the group 'Administrator' which can be updated in the Group > General Tab > Administrator field.

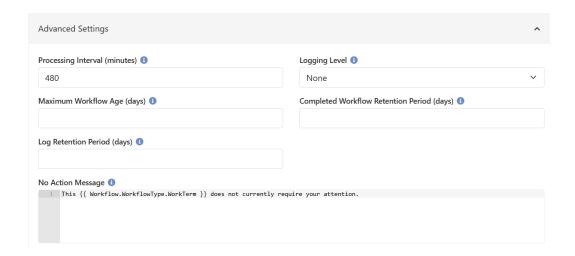
Work Term: Work

Workflow Number Prefix: (can be left blank)

Category: Choose where this should live in your workflows

ICON CSS Class: set to your preference or left blank

# **Advanced Settings**



#### **Summary View**

```
<div class='row'>
  <div class='col-sm-6'>
     <dl><dt>Started By</dt><dd>{{ Workflow.InitiatorPersonAlias.Person.FullName
}}</dd></dl>
  </div>
  <div class='col-sm-6'>
     <dl><dt>Started On</dt><dd>{{ Workflow.ActivatedDateTime | Date:'MM/dd/yyyy' }} at {{
Workflow.ActivatedDateTime | Date:'hh:mm:ss tt' }}</dd></dl>
  </div>
</div>
{% assign attributeList = " %}
{% for attribute in Workflow.AttributeValues %}
  {% if attribute.AttributelsGridColumn %}
     {% assign attributeValue = attribute.ValueFormatted %}
     {% if attributeValue != " %}
       {% capture item %}<dt>{{ attribute.AttributeName }}</dt><dd>{{ attributeValue }}</dd>{{%
endcapture %}
       {% assign attributeList = attributeList | Append:item %}
     {% endif %}
  {% endif %}
{% endfor %}
{% if attributeList != " %}
  <div class='row'>
     <div class='col-sm-6'>
```

#### (Screenshot of this section)

```
Summary View ①

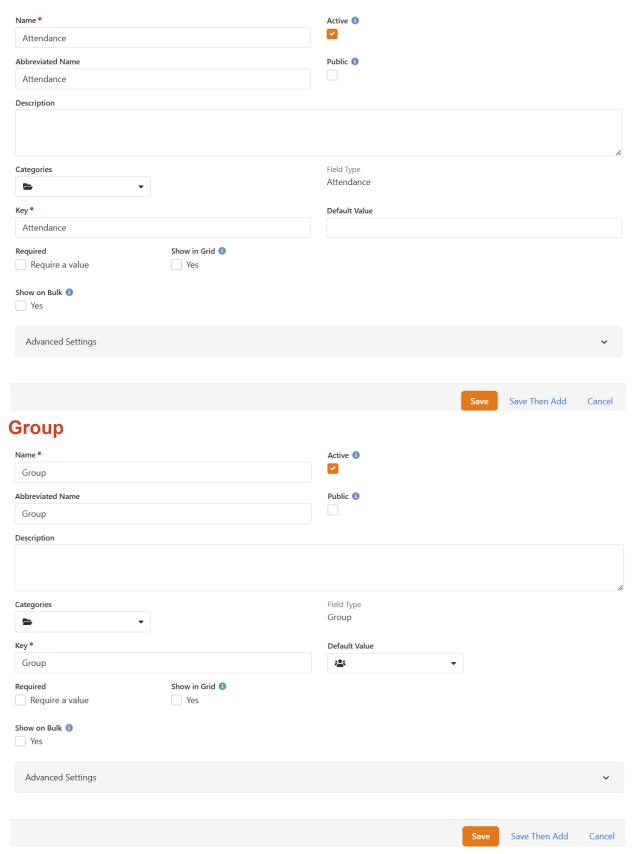
| div class="row">
| div class="col-sm-6">
| div class="col-sm
```

# **Attributes**

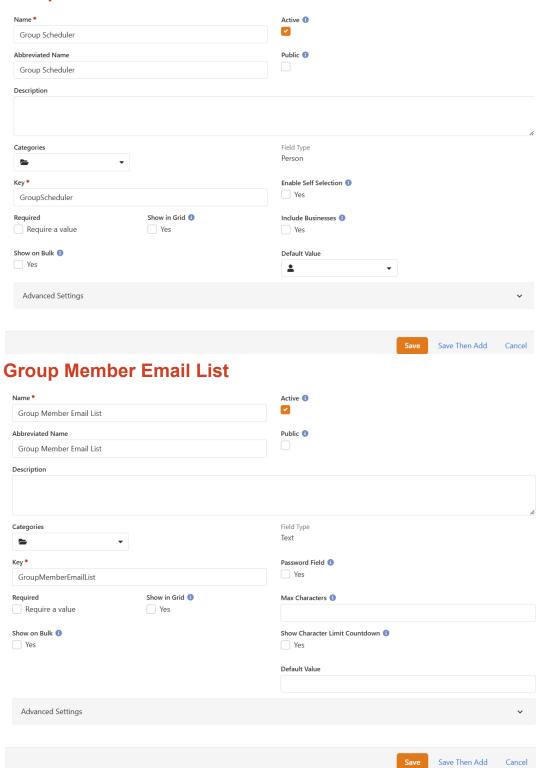
Attributes Count: 5							^
	Attribute	Description	Key	Field Type	Required		
≡	Attendance		Attendance	Attendance		ø	×
≡	Group		Group	Group		Ø*	×
=	Group Scheduler		GroupScheduler	Person		<b>Ø</b> *	×
=	Group Member Email List		Group Member Email List	Text		ø	×
≡	Should Emails Be Sent	Pulled from the group attribute 'Should emails be sent to group members if a schedule is declined?'.	SendEmails	Boolean			×
							•

# **Attribute Detail:**

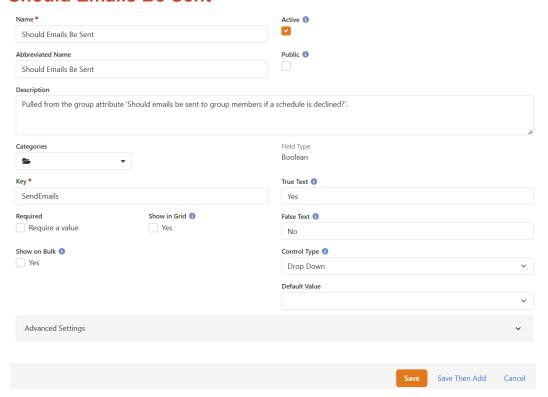
#### **Attendance**



## **Group Scheduler**

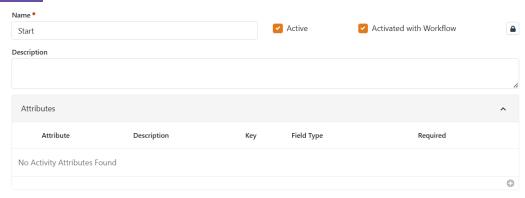


## **Should Emails Be Sent**



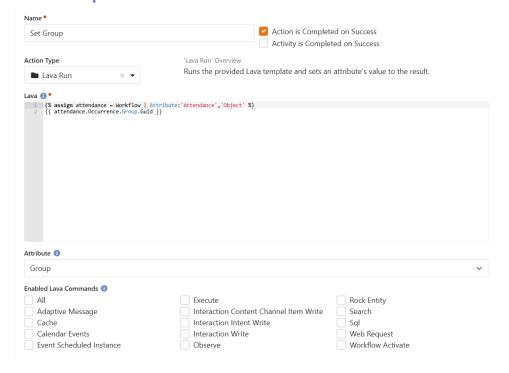
# **Activities**

## **Start**

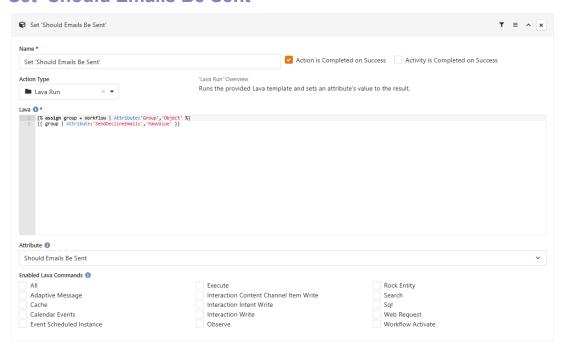


## **Actions**

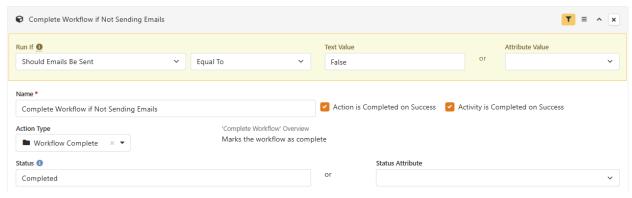
## **Set Group**



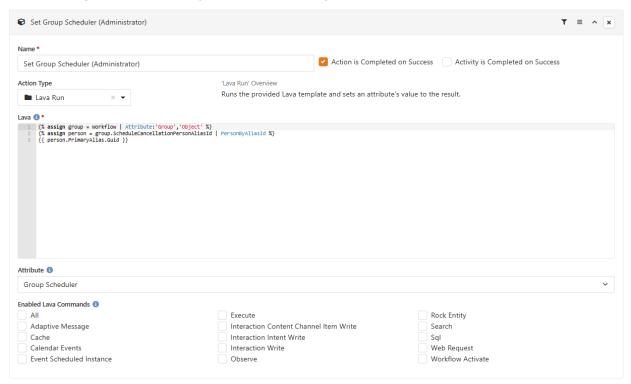
#### Set 'Should Emails Be Sent



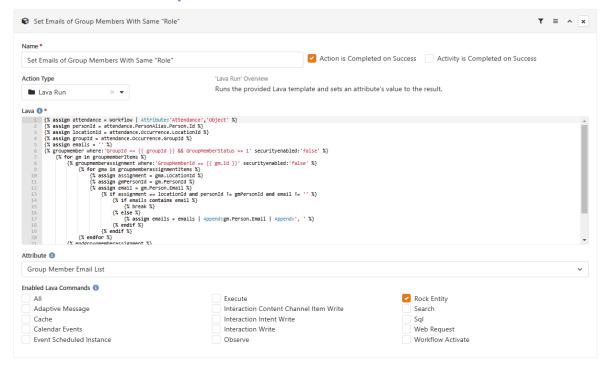
## **Complete Worfklow if Not Sending Emails**



## **Set Group Scheduler (Administrator)**



#### **Set Emails of Group Members With Same "Role"**



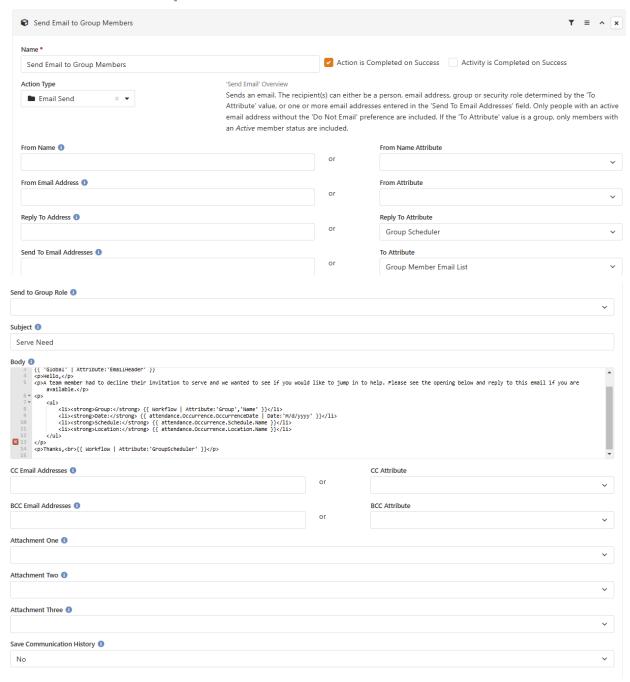
#### LAVA DETAIL:

```
{% assign attendance = Workflow | Attribute: 'Attendance', 'Object' %}
{% assign personId = attendance.PersonAlias.Person.Id %}
{% assign locationId = attendance.Occurrence.LocationId %}
{% assign groupId = attendance.Occurrence.GroupId %}
{% assign emails = " %}
{% groupmember where:'GroupId == {{ groupId }} && GroupMemberStatus == 1'
securityenabled:'false' %}
  {% for gm in groupmemberItems %}
    {% groupmemberassignment where:'GroupMemberId == {{ gm.Id }}' securityenabled:'false'
%}
       {% for gma in groupmemberassignmentItems %}
         {% assign assignment = gma.LocationId %}
         {% assign gmPersonId = gm.PersonId %}
         {% assign email = gm.Person.Email %}
            {% if assignment == locationId and personId != gmPersonId and email != " %}
              {% if emails contains email %}
                {% break %}
              {% else %}
                {% assign emails = emails | Append:gm.Person.Email | Append:', ' %}
              {% endif %}
           {% endif %}
       {% endfor %}
    {% endgroupmemberassignment %}
```

```
{% endfor %}
{% endgroupmember %}
```

{{ emails }}

## **Send Email to Group Members**



#### **BODY DETAIL:**

```
{% assign attendance = Workflow | Attribute: 'Attendance', 'Object' %}
{{ 'Global' | Attribute: 'EmailHeader' }}
Hello,
A team member had to decline their invitation to serve and we wanted to see if you would
like to jump in to help. Please see the opening below and reply to this email if you are
available.
>
  <strong>Group:</strong> {{ Workflow | Attribute:'Group','Name' }}
    <strong>Date:</strong> {{ attendance.Occurrence.OccurrenceDate | Date:'M/d/yyyy'
}}
    <strong>Schedule:</strong> {{ attendance.Occurrence.Schedule.Name }}
    <strong>Location:</strong> {{ attendance.Occurrence.Location.Name }}
  Thanks, <br > {{ Workflow | Attribute: 'GroupScheduler' }}
```

#### **Complete Workflow**

