

**July 2020**

**Scheduled Emails Feature**

PageUp has added a new feature! Emails that are to be sent on a delay will now be viewable under the heading Scheduled Emails.

When communicating with an applicant via email, users have the ability to delay these communications from sending until a specified number of hours/days have passed. Previously, during this pending state there was no record on the applicant card to show that this action had occurred. Only when the scheduled email was sent did the email show in the history section of the applicant card.

Effective July 1, 2020 – All pending applicant communications (whether sent on an individual or bulk basis) are now viewable on the applicant card. The email can be viewed and deleted if necessary. This is especially helpful if the communication was sent in error. Edits are not available. If an edit is needed, delete the scheduled email and send another one with the corrections.

