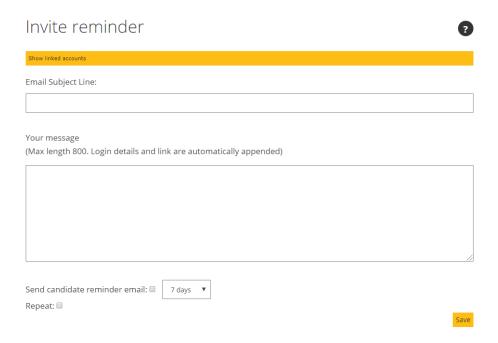# REMINDER MAILS FOR TEST INVITES

KS admins have the option of creating user reminder mails for test invites.

To manage reminders, go to **Settings > Reminders** and check the required boxes.

Reminders can be sent once, or on a repeat basis. Use the **Send candidate reminder email** tool (select 1-31 days) and the **Repeat** tool to manage these options.

Admins can choose to send a generic system mail, or write a custom message using the space provided.

To revert to the default KS reminder text, simply delete the custom text from the **Your message** box and hit **Save**.

Linked Accounts

If you have two or more accounts, you can assign **Settings** changes across multiple accounts at the same time.

Click on the **Show linked accounts** link in the orange bar.

Select the account(s) you want to be included in your Settings update and hit the **Save** button to register your changes.

Linked Accounts

- ☐ ABCD Engineers
- ☐ Bath Design
- ☐ Beijing Architects
- ☐ Boston Builders
- ☐ Bristol Design
- ☐ Bristol Landscape
- ☐ Dublin Design
- ☐ Edinburgh Electrics