Notifying Assessment Owner

To notify the assessment owner, the stakeholders must access the assessment at the first stage of the workflow. If you are a program owner and want your assessment owners to receive notifications, you must perform the following steps before you create a program:

1. Go to the `%AGILIANCE_HOME%\config` directory, open the `agiliance.properties` file by using a text editor, and add the following properties:
   - `notify.assessment.owner.enabled=true` - set this property as 'true' to enable the effect of **Notify primary owner when assessment is accessed** option.

   - `com.agiliance.assessment.surveystart.notifyowner.emailTemplate=` - specify the email template's name with which you will want to notify stakeholders when a questionnaire is accessed first.

2. Restart the Tomcat application server to update to the latest changes.

3. Once the Tomcat application has restarted, open the assessment workflow details. Click **Edit** to bring the workflow into edit mode, scroll down to the details of the first stage, and select the box next to the **Notify primary owner when assessment is accessed** option.

When assessments are accessed for the first time, a notification is automatically sent to the primary owners of the respective assessments.