**Genetics Professional Publication Notification Email Specification**

**April 5, 2010**

**Purpose:** Create an email notification that will be sent to new Genetics Professionals who register with the service. The email will go out to the professionals after the new record has been published to cancer.gov for the first time.

1. The generation of the notification email should be user driven. That is, users at CIAT will need to run the report weekly when new applications have been entered into the CDR.
2. Users should be able to generate a batch email or email notification for a single professional.
3. A prior notification email should not have been sent. In line with that, the email should not be sent to any of records that were brought over from the old system. Only new ones added since the conversion should be getting the notification email.
4. The email will be sent to the email address in the location with the GP Mailer attribute. If no email address is present at the GP Mailer location, there should be an error notifying the user that email address is required to send the notification. On the other hand, users can use the pre-mailer check tool to verify that emails exist for the professionals before generating a notification email.
5. There should be a link in the email that links directly to the professional’s record on cancer.gov.
6. The sending email address should be [GeneticsDirectory@cancer.gov](mailto:GeneticsDirectory@cancer.gov)
7. The subject line should read: **NCI Cancer Genetics Services Directory Registration Notification**

**Publication email draft:**

**NCI Cancer Genetics Services Directory Listing Notification**

Thank you for applying to be listed in the NCI Cancer Genetics Services Directory. Your application has been processed and your information has been added to the directory on NCI’s Web site, Cancer.gov.

You can view your information in the directory by clicking on the link below or by searching the Directory using your last name. [Make a link to the directory from the word “directory”.]

**New paragraph**: *insert url here*

Please contact us at [GeneticsDirectory@cancer.gov](mailto:GeneticsDirectory@cancer.gov) with any changes that you may have. We will also be contacting you annually by email to verify your directory information. We appreciate your help in keeping the NCI Cancer Genetics Directory current.

The NCI Cancer Genetics Services Directory Coordinator

Office of Cancer Content Management

National Cancer Institute