

Task Reminder Documentation

In collaboration with Gebrüder Gerstenberg GmbH & Co. KG we expanded the Confluence Task Management by one more feature to make its workflows even more effective.

For this purpose Scandio developed an app for Atlassian Confluence which sends reminders with reference to expiring tasks by email, so that the user gains an overview of his shortly expiring tasks and is able to simply keep track of his deadlines.

The app Task Reminder for Atlassian Confluence provides the following features for Confluence users and administrators:

Reminder email

At the scheduled date a reminder email will be sent to the Confluence users. This email provides an overview of all Confluence Inline Tasks - categorised and listed by the task's status. A maximum of four lists are displayed.

- output of several to-do lists:
 - expired tasks
 - expiring tasks within a defined period of time (default 7 days)
 - tasks with expiry date
 - open tasks without expiry date
 - each line in the e-mail shows an excerpt of the task, a clickable link to the referenced Confluence page, user names, and - if available - the expiry date
- email standard texts are internationalized by reference to the user language; at the moment these languages are available:
 - German
 - English
 - Spanish
 - Dutch
 - Russian
 - Lithuanian

(Feel free to contact us at atlassian@scandio.de if you want to provide us a translation to get the reminder mails in your language!)

You can choose your preferred language by editing the settings at your user profile.

Profile Tasks Polls Saved for later Watches Drafts Network **Settings** Projects

YOUR SETTINGS

- Password
- Email
- Editor
- HipChat OAuth Sessions
- No Email Storm

Settings

Site Homepage Site Default (Dashboard)

Language English (UK)
Find more language packs on the [Atlassian Marketplace...](#)

Time zone Site Default ((GMT+0100) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna)

Keyboard Shortcuts Enable
Enable keyboard shortcuts (does not apply to editor shortcuts). You can find a list of keyboard shortcuts in the Help menu.

Text select Show option panel when text is selected

Edit

[English Reminder Mail:](#)



Download [Task Reminder](#) from the Atlassian Marketplace!



Task Reminder

Hi Johannes Stadler,
the following tasks expire in the next days or are expired

Expired tasks

@Johannes Stadler @Clemens Tietze @C. Harth Create your first page - Click the Create button in the header to get started Page TaskReminder Test Home	01.03.2017
@Johannes Stadler @Clemens Tietze Brand your Space - Click Configure Sidebar in the left panel to update space details and logo Page TaskReminder Test Home	30.04.2017
@Johannes Stadler lorem ipsum golohre spatzan, due Page TaskReminder Test Home	26.05.2017
@Johannes Stadler creates new screenshots for TaskReminder until Page TaskReminder Test Home	12.08.2017
@Johannes Stadler don't forget the the screenshots for Maria, see Task Reminder Add-on Page TaskReminder Test Home	12.08.2017

Shortly expiring tasks

@Johannes Stadler could you please check if @Claude Gooner already checked the table on PocketQuery , this should be done before Page TaskReminder Test Home	20.08.2017
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Unresolved tasks without due date

@Johannes Stadler does anybody really read this? If so, heyho Page TaskReminder Test Home	
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German Reminder Mail:

Task Reminder

Hallo Lindenmayr, Eva Maria, folgende Aufgaben laufen in den nächsten Tag ab bzw sind abgelaufen.

Abgelaufene Aufgaben

TUM Jobportal @Lindenmayr, Eva Maria Seite TO DO	15.08.2017
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In Kürze ablaufende Aufgaben

Junior IT Consultant auf Webseite? @Lindenmayr, Eva Maria Seite TO DO	21.08.2017
LinkedIn Anzeigen austauschen @Lindenmayr, Eva Maria Seite TO DO	30.08.2017
neue Stellenanzeigen über Portale? @Lindenmayr, Eva Maria Seite TO DO	31.08.2017

Offene Aufgaben

Planung Personalgespräche @Lindenmayr, Eva Maria Seite TO DO	04.10.2017
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At the bottom line of the email there is a link that leads to the user's individual Confluence task list.

Administrative settings

The settings page can be found at the menu item „Task Reminder Settings“. Confluence admins are able to see a system overview and to adjust some settings by clicking the "edit" button:

- Status overview for administrators displaying the status of the mailserver and the timetable of the Task Reminder job. You can configure the mailserver at the standard Confluence menu item "Mail Servers" and change the execution time of the scheduled task at the standard Confluence menu item "Scheduled tasks", both of which are linked.
- Control the date range, e.g. decide how many days prior to the expiration date of a task the user will get a reminder email
- Choose a Confluence user group to limit the Task Reminder functionality to it. (Only users within this group will receive emails for their tasks.) Leave blank, if all users should receive notifications.
- Change the email subject
- Manage the email output (selection or deselection of the lists "tasks with expiry date" and "open tasks without expiry date")

Task Reminder

System overview

- Mailservers **TRUE**
Configuring Confluence to send email messages on the [Mailservers settings page](#).
- Timetable **0 3 8 ? * MON-FRI**
(Next execution: Aug 21, 2017 08:03)
Define the timetable for the *Task Reminder E-Mail Job* within a [Cron-Expression](#) on the [Scheduled Jobs page](#).

Settings

 Edit

Global

- Date range **7**
(Date range (in days) for expiring tasks)
- Groups **reminder-test**
Define the user group(s) which should receive the reminder mails

E-Mail Template

- Subject **Task Reminder for Atlassian Confluence**
Define the mail subject
- Date pattern **dd.MM.yyyy**
(Current pattern: 21.08.2017)
Define the date pattern for the *Task Reminder E-Mail* See [SimpleDateFormat Examples](#) for detail date and time patterns..
- List view Show unexpired tasks with due date
(tasks with due date beyond the the date range)
- Show unresolved tasks without due date

Interesting Links

- Our [Task Reminder Service Desk](#) - is the best way to reach us if you have problems or would like to suggest a new feature.
- [Atlassian Community](#) with lots of answered questions.
- [Contact Scandio](#).
- All [information](#) on our whole bunch of apps.