

# Reminders

## Reminders

At the end of the week a reminder can be emailed to users who haven't booked sufficient hours. To enable sending reminders: log in as an admin, go to the system configuration panel and tick enable reminders in the General configuration tab.

### When are reminders sent

Reminders are sent once a week. When you set the day and time, also make sure that you properly configured your timezone. Timezone configuration is a few lines above the Email Reminders section.

You can specify the minimum hours that a user must book, users with less hours will receive a reminder. Say that you configured the reminder to be sent at Friday at 17:00 with a minimum hours of 32. That means that between Saturday and the next Friday a minimum of 32 hours should be booked.

There are a few exceptions:

- a reminder is only sent when a user is assigned to a project(s) for the whole week. When a user is only assigned to a part of the week he will not receive a reminder, even when his hours are under the minimum
- for each workday that is **locked**, 8 hours are subtracted from the minimum. When 40 hours is configured as the minimum but Monday and Tuesday in a particular week are locked then  $40 - 8 - 8 = 24$  hours are the minimum for that week. The 8 hours is configurable as "Work hours per day" in the configuration section above the reminders.
- locked weekend days (saturday & sunday) do not influence the minimum hours.
- users without email address do not get a reminder, for obvious reasons 🤔

#### Email Reminders

Remind users by mail to book their hours.

Enable reminders?

When to send the reminders: Fri 14 : 45

Minimum hours:

Users that booked less than the minimum hours in a week will receive a reminder.

Carbon copy (cc) the reminders to:

CC all reminders to a specific email address. Separate multiple addresses with a comma.

Mail subject

Body template  
\$name in the template will be replaced with the user's fullname in the actual mail

Hello \$name,

This is an automated message.

Our records show that you have not posted your weekly hours online. Please be sure to post your hours by 5:30PM Friday. You can login to eHour at anytime by going to <https://ehour.example.com> to post your hours.

If this message was sent in error, please disregard this email.