

# 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

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.