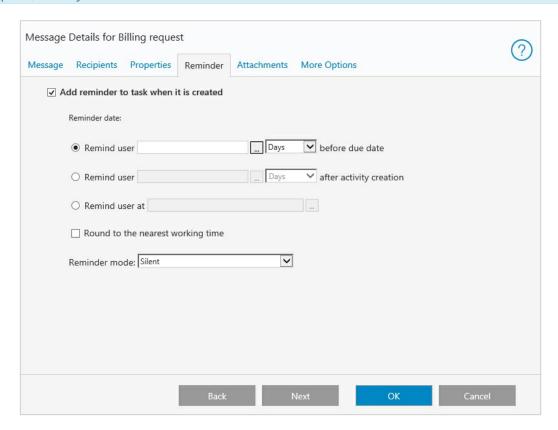
## Define a Message Reminder for a Task Last Modified on 12/03/2017 7:19 am EST

## Overview

You can create reminders that are automatically sent to users for their assigned tasks.

Note: The reminder feature is available in version 7.7.1 and later. It is available on the new Flowtime web parts, which you can host in SharePoint 2010 or SharePoint 2013.



## Message Reminder Options

Options	Description
Add reminder to task when it is created	Select this check box to create a reminder for the task when the task is created. The reminder can be sent automatically to the task recipient according to the reminder date.

Options	Description
Reminder date	<ul> <li>Remind user before due date         <ul> <li>Enter the hours, days, or weeks before the task due date that you want to send the user a reminder.</li> <li>Click the three dot button and define an expression for when the reminder is sent.</li> </ul> </li> <li>Remind user after activity creation         <ul> <li>Enter the hours, days, or weeks after the activity is created that you want to send the user a reminder.</li> <li>Click the three dot button to define an expression for when the reminder is sent.</li> </ul> </li> <li>Remind user at         <ul> <li>Define a specific time to send the user a reminder.</li> <li>Click the three dot button to define an expression for when the reminder is sent.</li> </ul> </li> </ul>
Round to the nearest working time	If you select this option and the reminder is sent at a non-working time, sends the reminder to the next working time.
Reminder mode	<ul> <li>Select where to send the reminder.</li> <li>Silent: the reminder date appears in the Reminder Date column of the user's Flowtime inbox.</li> <li>Inbox: the reminder is sent only to the user's Flowtime inbox.</li> <li>Email: the reminder is sent only to the user's email.</li> <li>Inbox and Email: the reminder is sent to the user's Flowtime inbox and email.</li> </ul>