

Task Notification - Setup

Notifications can be sent when a Task is Overdue or Due Today.

To setup Task Notifications in Restoration Manager go to Settings → System Setup → Notifications. If you're in System Settings click on the **Notifications** tab next to Task Templates.



IMPORTANT: The notification emails come from the individual that clicks save within the Notifications page.

Set the Interval – from the drop-down menu to select how often you would like the notification to be sent.

Notify When...	Set Interval to	Notify Other	Record in Correspondence
Task is overdue?	1 hour ▼	<input type="text"/>	<input type="checkbox"/>
Task is due today?	2 hours ▼	<input type="text"/>	<input type="checkbox"/>

None

1 hour

2 hours

3 hours

4 hours

6 hours

8 hours

Check Record in Correspondence if you would like the notification to be recorded in Correspondence.

If you would like someone other than the person assigned to the task to receive the notification add the Email address in the Notify Other field comma separated if there is more than one.

Note: When an email address is applied within the other field that individual(s) will receive all task email notifications for all users.

Notify When...	Set Interval to	Notify Other	Record in Correspondence
Task is overdue?	1 hour ▼	dbryant@verisk.com, lparis@verisk.com	<input checked="" type="checkbox"/>
Task is due today?	2 hours ▼	<input type="text"/>	<input type="checkbox"/>

Sample Email Notification:

The following tasks are overdue:

09/27/2018: Accounting Letter

Email: dbryant@verisk.com

Phone: 904-111-1111

Loss Number: 1181

Job #: 18-138H20

Job Name: Sink Overflow

Address: 975 3rd Street South, Jacksonville Beach, FL 32250