

Send a batch reminder for a task

This feature allows you to send a reminder for a pending task to several users assigned to it. To do this, you must have the superuser role.

STEP 1

To send a batch reminder, access the **Tasks & Approvals** section of the platform menu. Then click on the **All tasks and approvals** section, and search for the control using a keyword.

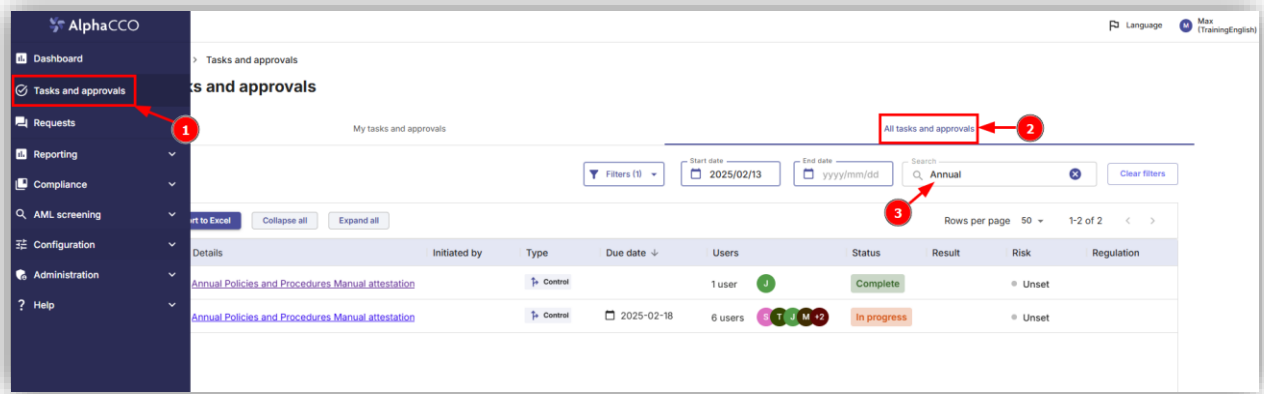


Figure 1: Tasks and approvals menu page with the All tasks and approvals section

STEP 2

Click on the control name in the search results to access the details.

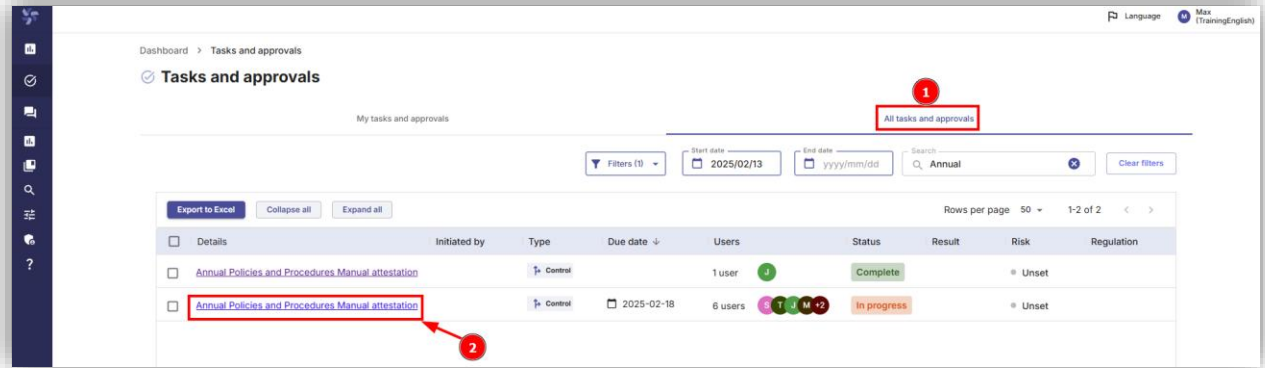


Figure 2: Result page for control searched with a keyword

STEP 3

Check or select all users to whom the reminder is to be sent, then click on **Send reminder**.

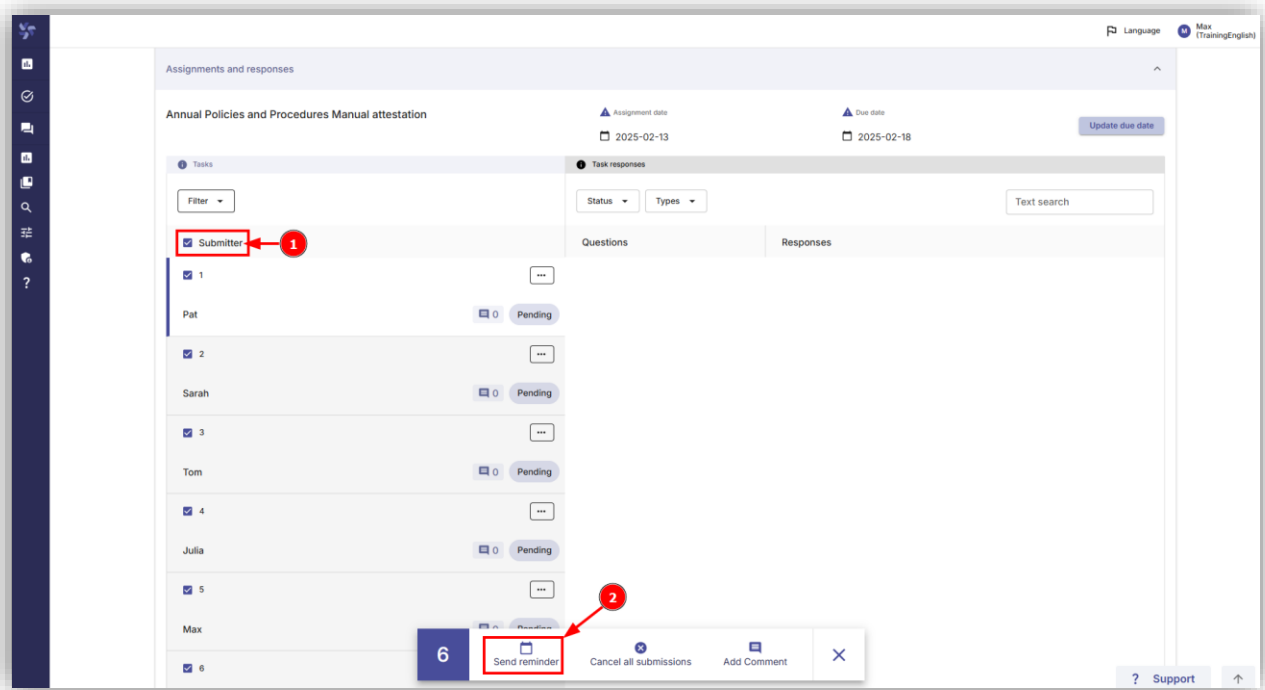


Figure 3: User selection page with send reminder button

STEP 4

In the window that appears, fill in the required fields (subject and reminder note), then click on the **Send** button. A reminder e-mail will then be sent to all selected users.

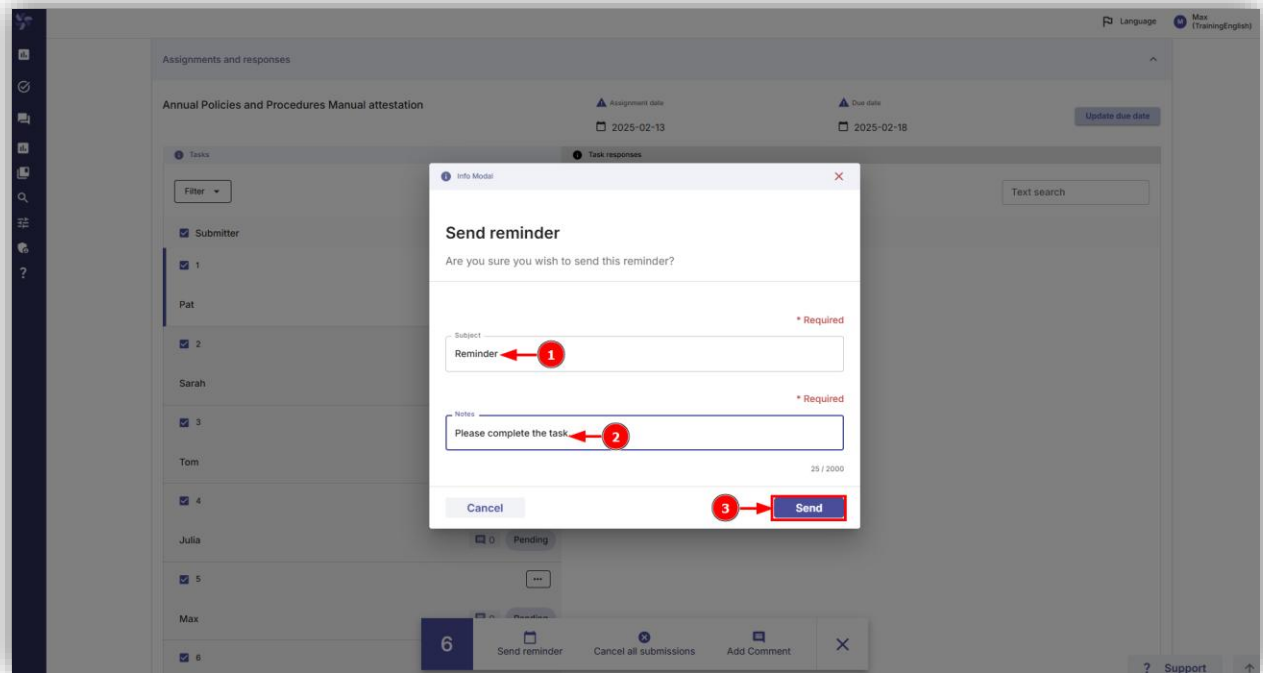


Figure 4: Reminder e-mail note window.

STEP 5

You can check the reminder sent to individual users in the menu **Administration** → **Email log**.

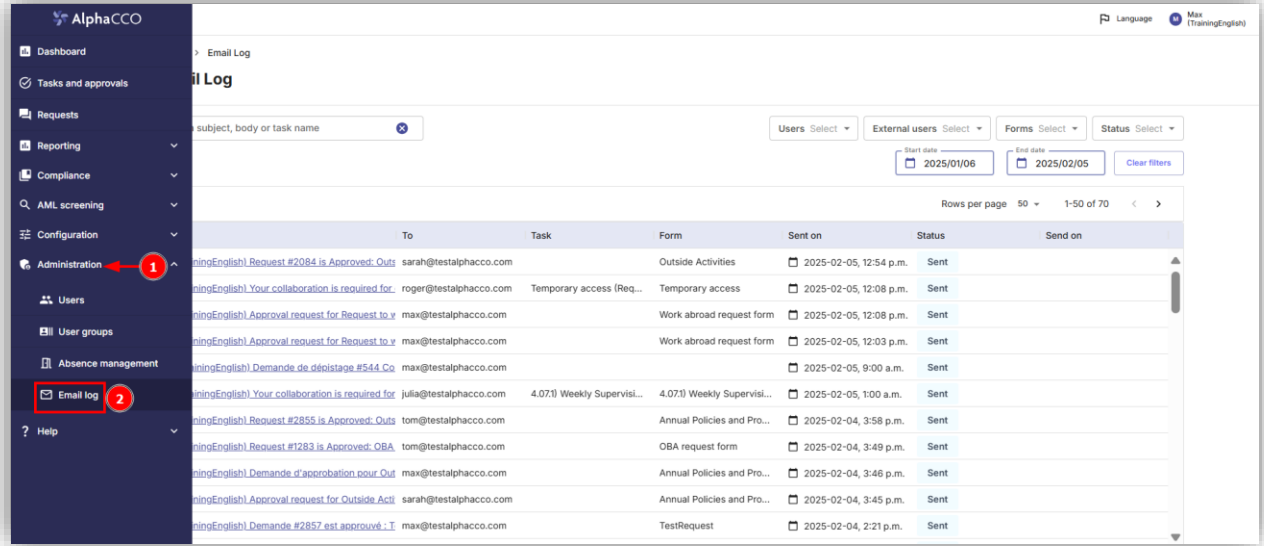


Figure 5: Email log page from the menu.

STEP 6

Search for the keyword reminder and apply the **Forms** filter to display reminder emails for a specific form.

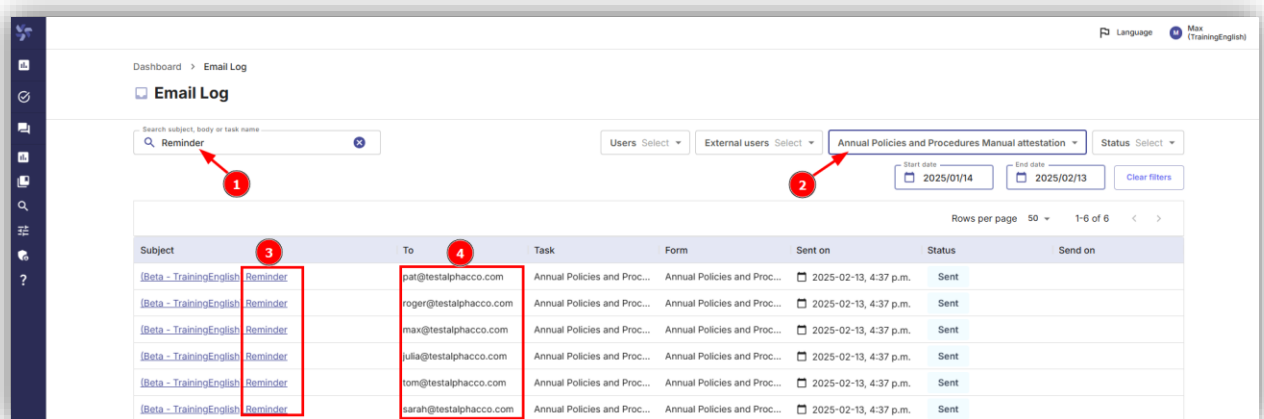


Figure 6: Search results page and reminder filtering

NOTES

Please note that this is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com