

User Preferences

Tasks per Page

Specifies the number of tasks that will be listed on each page in the Task List page.

Task Reminders

A list of tasks can be emailed to users every morning if this option is enabled. The task list will contain a brief summary of each active task and will contain a link to the Web Interface to work or view each task.

Reminder Frequency

Reminders can be sent every day, or only on working days as defined by the users Working Calendar.

Reminder View

This defines the view that generates the Task Reminder email. Users can select any active view so that they will only get reminders if any tasks match the criteria defined by the view.

Task Notification Email

When a user is assigned a task, the server will email detailed information about that task to the user if this option is enabled. This allows the user to get near immediate notification of a task assignment even if they are not currently logged into the Web Interface. Please note that Task Notifications are not emailed if they are assigned to a group rather than an individual user.

Completion Notification

If this setting is turned on, the user will receive an email when any process that they have initiated is completed. The email will contain a brief summary of the process including its completion date and time.

Password

These fields allow a user to change his or her password. The user's original password must be supplied as well as the new requested password.

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