

Reminders

Reminders Overview

Two types of reminders are available: scheduled and stale. Reminders can be set on pages, binary files, and assets. Reminder notifications can be sent to a user or a group, and can be sent periodically or on a one-time basis. All user levels can set reminders for content to which they have access and set the reminder notification for themselves or to a group to which they belong. Level 9 and 10 administrators can set a reminder for themselves, or to any group.

A scheduled reminder is used when there is a specific date and time when the reminder message must be sent. An example of a page type that might use a scheduled reminder is a tuition page. If the tuition is updated on a yearly schedule, a reminder may be set for a week prior to the tuition change and set to repeat on a yearly basis, if necessary.

A stale reminder is used to make sure that content is being updated periodically. It is important that users understand how the timer is reset for stale reminders. When a version of a page is created or published, regardless of the type of publish (e.g., page publish, directory publish, site publish, asset update publish, Dependency Manager publish, or revert) the last published date and time is reset and the timer on the stale reminder starts over. In other words, a stale reminder notification is sent based on the date/time stamp of the last publish or version creation, rather than based on a specific calendar date.












Scheduled reminder and stale reminder are available from the Pages list view and the Pages actions view (Properties > Reminders) and both reminder types can be associated with the same page at one time. A reminder can be set even if the content is checked out to another.

Once a reminder has been set, the Reminder icon is shown in blue on the Edit menu in the Pages list view. Set reminders are also shown on the Scheduled Actions report.

Scheduling a Reminder

Required items are shown onscreen in bold. Users select a date and time, and can select an interval by which to repeat the reminder. The following example makes use of a PCF, but a reminder for a binary file can also be set in a similar fashion.

1. Navigate to the **Pages** list view.
2. In the file row, hover over **Edit** and choose **Reminder** from the drop-down menu.

<input type="checkbox"/>		_properties.inc	644B	1/3/2012 5:21 PM					
<input type="checkbox"/>		calculator.pcf	2.0K	12/6/2011 7:57 PM		Edit	Review	Publish	File
<input type="checkbox"/>		future_students.pcf	3.3K	6/26/2013 10:31 AM					
<input type="checkbox"/>		index.pcf	5.3K	6/20/2013 11:42 AM					
<input type="checkbox"/>		internal		4/29/2013 2:19 PM					
<input type="checkbox"/>		internationalstudents.pcf	3.4K	12/6/2011 7:57 PM					

This shows the **Reminders** dialog where both a scheduled or stale reminder can be set.

Reminders - /examples/actions/reminder-example.pcf

Scheduled Reminder Stale Reminder

Set Scheduled Reminder

Date

Time

Repeat every Days

Notification

To

Subject

Message

Send Copy to Email
Send external email in addition to internal OU Campus message

Cancel Save

3. Select the checkbox next to **Set Scheduled Reminder**.

Scheduled Reminder

Set Scheduled Reminder

4. Select the **Date** for the reminder to begin. Click inside the date field or on the calendar icon for a date picker from which the date may be selected. The date may also be entered manually.

Date

Time

5. Select the Hour and Minute, and AM or PM as necessary by clicking inside the time field or entering manually.

Time

every

in

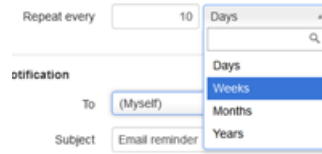
To

↑ ↑ ↑

12 : 00 AM

↓ ↓ ↓

6. If the reminder should recur, enter the numeric interval and select the period of time for **Repeat Every**. Period options include: **Days, Weeks, Months, Years**.

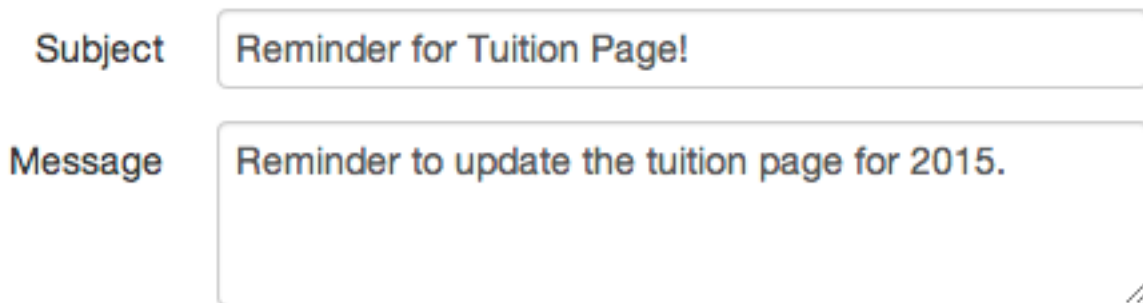


The screenshot shows a form with the following fields: 'Repeat every' with the value '10', a dropdown menu currently showing 'Days' with a search icon, and a list of options: 'Days', 'Weeks' (highlighted in blue), 'Months', and 'Years'. Below this, there is a 'Notification' section with a 'To' field containing '(Myself)' and a 'Subject' field containing 'Email reminder'.

7. An internal and external notification is sent by default, and optionally, the details can be changed in the **Notification** section. Select the group to whom the notification should be sent or select **Myself**.

The default settings are used, if no changes are made.

8. Enter in the **Subject** and **Message** to be sent.



The screenshot shows a form with two main sections: 'Subject' and 'Message'. The 'Subject' field contains the text 'Reminder for Tuition Page!'. The 'Message' field contains the text 'Reminder to update the tuition page for 2015.' and has a small icon in the bottom right corner.

9. Clear the **Send Copy to Email** checkbox, if the notification should only be sent within OU Campus. Leave the checkbox selected to also send the notification via external email for the user, if one is defined.

10. Click **Save**.

Example Scheduled Reminder

Reminders - /examples/actions/reminder-example.pcf

Scheduled Reminder | Stale Reminder

Set Scheduled Reminder

Date: 5/30/2014

Time: 1:00 PM

Repeat every: 10 Days

Notification

To: (Myself)

Subject: Email reminder

Message: This is a scheduled reminder.














Send Copy to Email
Send external email in addition to internal OU Campus message

Cancel | Save Changes

Stale Reminder

A stale reminder is triggered when a page has not been updated for a set amount of time. The notification reminder is sent in the form of an email. Simply select the time period and fill out an optional external notification email to be reminded when a page becomes stale.

1. Navigate to the **Pages** list view.
2. Hover over **Edit** on the page row, and choose **Reminder** from the drop-down menu.

<input type="checkbox"/>	 _properties.inc	644B	1/3/2012 5:21 PM		
<input type="checkbox"/>	 calculator.pcf	2.0K	12/6/2011 7:57 PM		Edit Review Publish File
<input type="checkbox"/>	 future_students.pcf	3.3K	6/26/2013 10:31 AM		<div style="border: 1px solid #ccc; padding: 5px;"> Page Source Properties Access Reminders </div>
<input type="checkbox"/>	 index.pcf	5.3K	6/20/2013 11:42 AM		
<input type="checkbox"/>	 internal		4/29/2013 2:19 PM		
<input type="checkbox"/>	 internationalstudents.pcf	3.4K	12/6/2011 7:57 PM		
<input type="checkbox"/>	 internationalstudents.pcf	3.4K	12/6/2011 7:57 PM		

This shows the **Reminders** dialog where both a scheduled or stale reminder can be set.

3. Click the **Stale Reminder** tab.
4. Select the **Set Stale Reminder** checkbox.
5. The **Last Published** date and time is displayed.
6. In **Stale After** field enter the number and select the period of time to define the stale interval.

Period options include: **Days, Weeks, Months, Years.**

7. An internal and external notification is sent by default, and optionally, the details can be changed in the

Notification

section. Select the group to whom the notification should be sent or select

Myself

.

The default settings are used, if no changes are made.

8. Enter in the **Subject** and **Message** to be sent.

Subject

Please Update This Page

Message

This page has not been updated for one month.
Please update this page. |

9. Clear the **Send Copy to Email** checkbox, if the notification should only be sent within OU Campus. Leave the checkbox selected to also send the notification via external email for the user, if one is defined.

10. Click **Save**.

Example of Stale Reminder

Reminders - /examples/actions/reminder-example.pcf

Set Stale Reminder

Last Published 4/28/2014 10:30 AM

Stale After

Notification

To

Subject

Message

Send Copy to Email
Send external email in addition to internal OU Campus message

NOTE: The stale page reminder checks from the last published date and time, not the date and time that the stale reminder was set.

Editing a Reminder

To deactivate a reminder:

1. Navigate to the **Pages** list view.
2. Hover over the row, and from the **Edit** menu, select **Reminders**.
3. Clear the checkbox for **Set Scheduled Reminder** or **Set Stale Reminder** as necessary.
4. Click **Save Changes**.

The details of reminder may also be edited in this manner.