



Projects: Notifications

We will provide an overview of available Project notifications.

Notifications are attached to Project permissions, and there are some caveats which are explained below.

To find out more, check out our guide on [Project Roles & Rights](#).

Templates for each language can be viewed and [edited](#) from **Admin > System > Localisation > Edit templates > Projects**

Projects

[English](#)
[French](#)
[Spanish](#)
[Polish](#)
[Kurdish](#)

[U.S. International](#)
[German](#)
[Dutch](#)
[Greek](#)
[Hungarian](#)

[Russian](#)
[Portuguese \(Brazil\)](#)
[Czech](#)
[Arabic](#)
[Uzbek](#)

Notification not sending?

Remember: The type of notification received by users, e.g. email, in-system, none, etc., will depend on their preferences as outlined [here](#).

If a notification is not evident, check that the recipient's preferences are set to receive this as they would expect first.

Browse our guides on the Projects application [here](#)

Standard notifications

All users added to the project will receive these notifications without needing any [special permissions](#).

projects.added_to_project_team

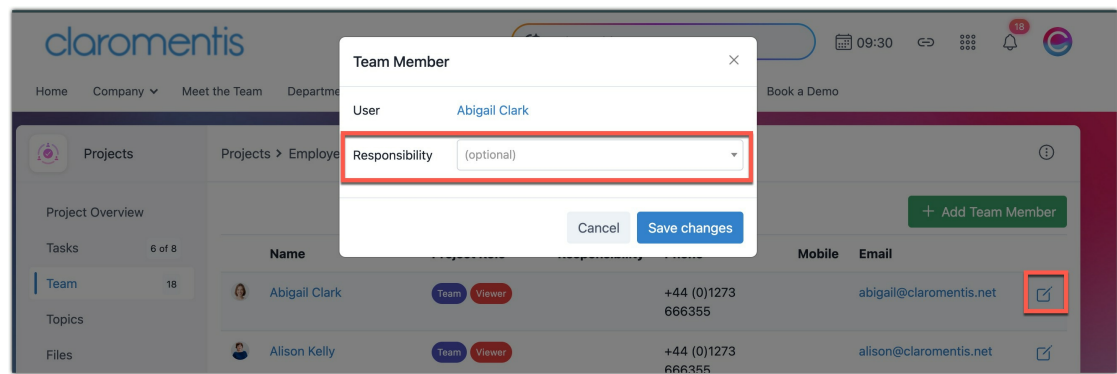
Each user [added to the project](#) will receive a notification confirming this has occurred.

projects.assigned_to_task

This notification will fire when [a task is assigned](#), and the recipient(s) are the user(s) assigned.

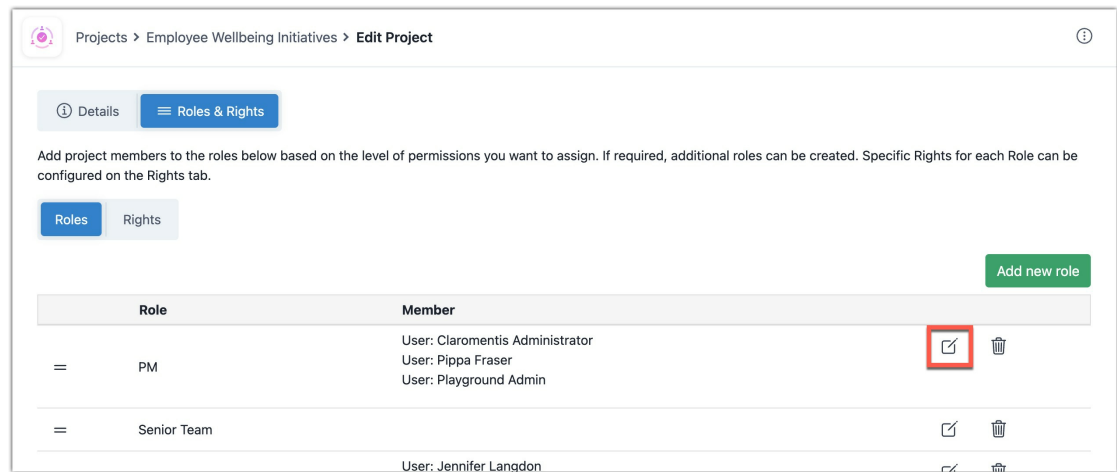
projects.project_responsibility_changed

This notification will fire when a user's responsibility has been changed in the 'Team' tab by someone else.



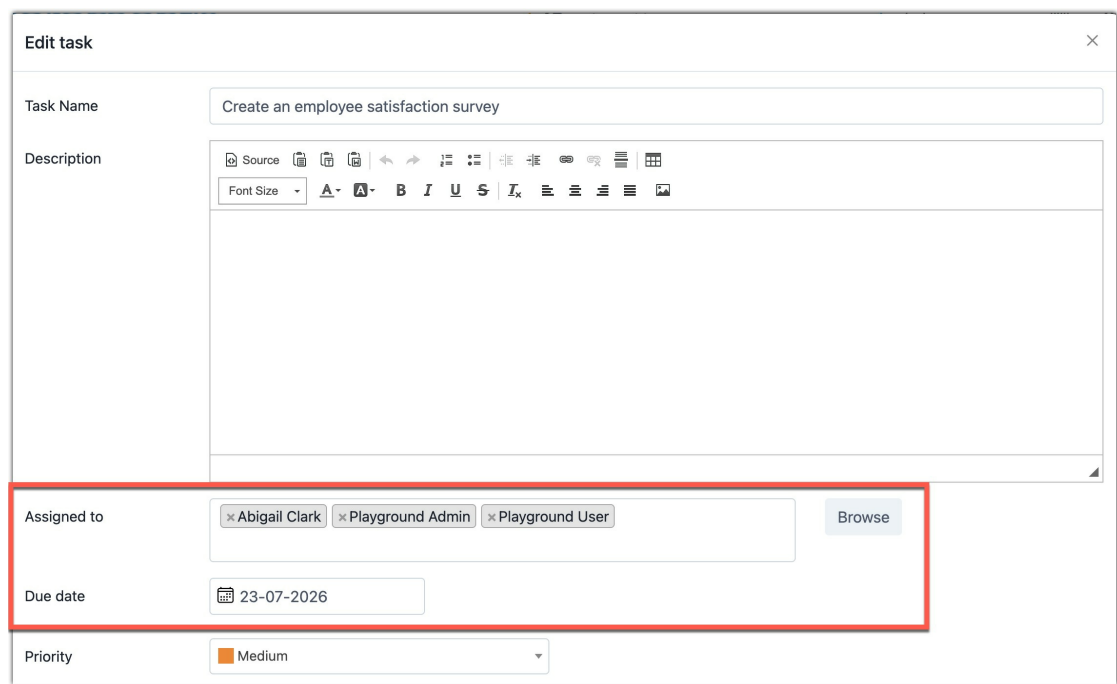
projects.project_role_changed

This notification will fire when another has changed a user's role in the 'Roles & Rights' tab of the Project.



projects.task_due_today

This notification will fire for users assigned to a task if a due date was set and on the day it elapses.



projects.task_overdue

This notification will fire for users assigned to a task if a due date was set, each day after it elapses.

'Team notifications'

The 'Receive team notifications' permission is required in the 'Roles & Rights' tab for a user to receive the notifications outlined below when triggered.

Projects > Employee Wellbeing Initiatives > Edit Project

Details

Roles & Rights

Add project members to the roles below based on the level of permissions you want to assign. If required, additional roles can be created. Specific Rights for each Role can be configured on the Rights tab.

Roles

Rights

	Role					
	☒ PM	☐ Senior Team	☐ Team	☐ Senior Client	☐ Client	☐ Viewer
View project	☒	☒	☒	☒	☒	☒
View team	☒	☒	☒	☒	☒	☒
View tasks	☒	☒	☒	☐	☐	☒
View topics	☒	☒	☒	☒	☒	☒
View project files	☒	☒	☒	☒	☒	☒
Update own task status	☒	☒	☒	☒	☒	☐
Edit/delete own task	☒	☒	☒	☒	☒	☐
Contribute to topics	☒	☒	☒	☒	☒	☐
Manage own topics	☒	☒	☒	☒	☒	☐
Upload project file	☒	☒	☒	☒	☒	☐
Team Member *	☒	☒	☒	☒	☒	☐
Receive Team notifications *	☒	☒	☒	☒	☒	☐
Add task	☒	☒	☒	☒	☐	☐

projects.new_topic_added

This notification is triggered when a new topic has been created in the project. (In the 'Topic's tab)

Projects

Projects > Employee Wellbeing Initiatives > Topics

Project Overview

Tasks6 of 8

Team18

Topics

Files

History

10 entries per page

Search

< 1 >

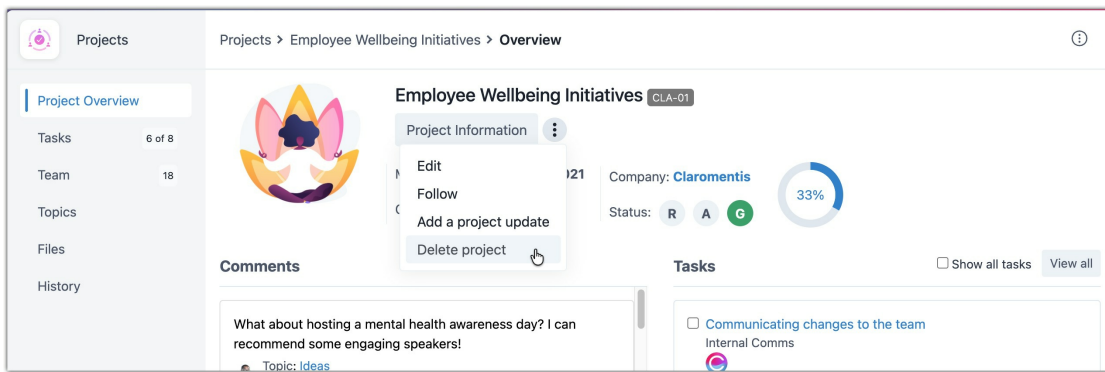
Title	Created on	Last Updated	Contributors
Ideas	6 December 2021	6 December 2021	 
Project Summary	11 August 2016	16 July 2026	 

Showing 1 to 2 of 2 entries

+ Add new topic

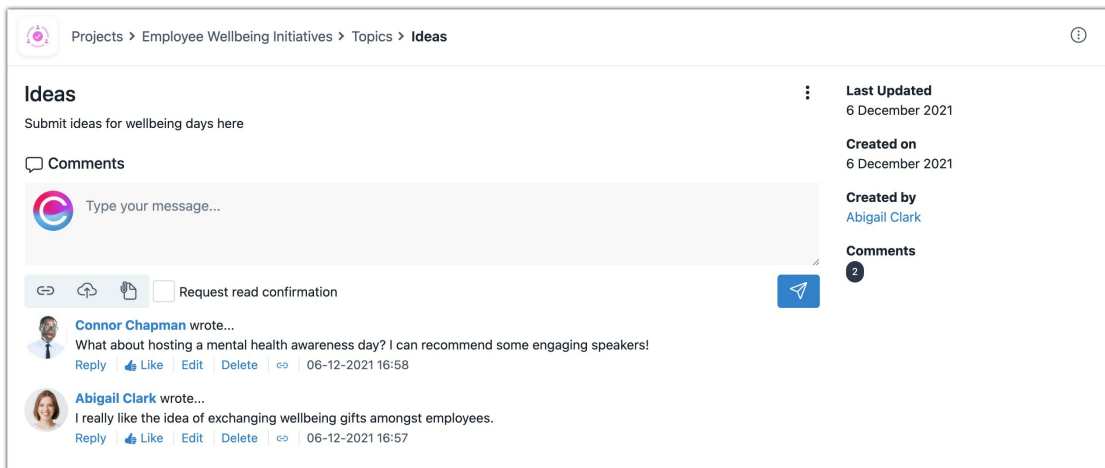
projects.project_deleted

This notification is triggered if the Project is deleted.



projects.project_discussion_posted

This notification is triggered if a comment is posted in a discussion by another user. (in the 'Topics' tab of the project)



projects.project_file_added

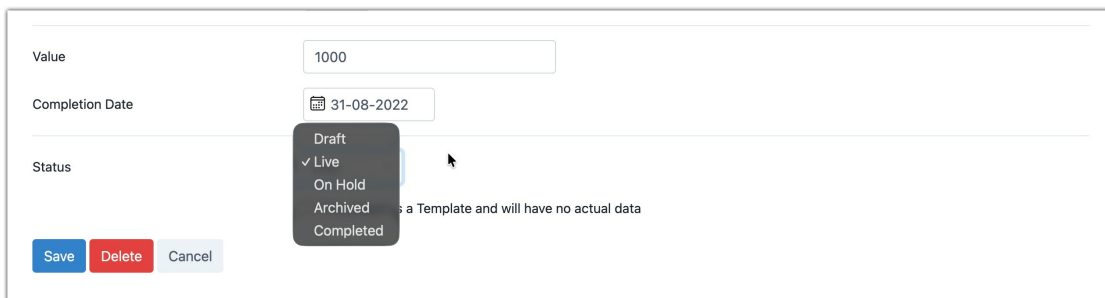
This notification is triggered if a document is uploaded to the Project. (in the 'Files' tab)

projects.project_reply_posted

This notification is triggered if a reply to a comment is posted in a discussion by another user.

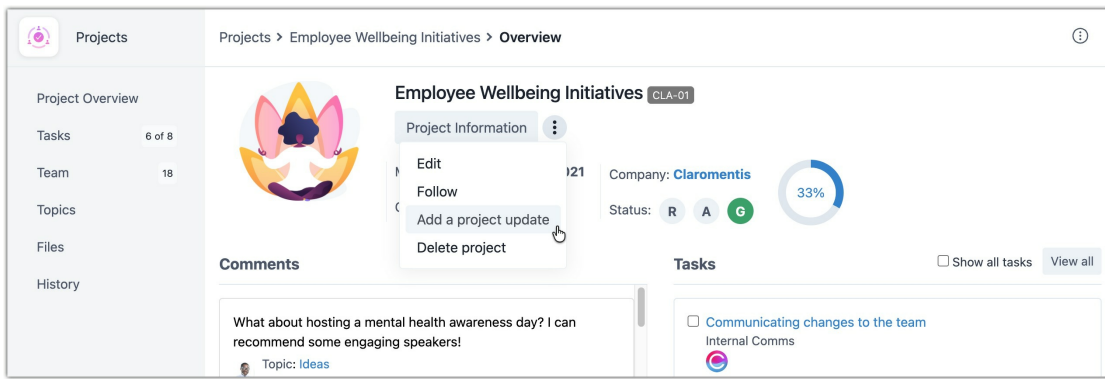
projects.project_status_change

This notification is triggered if the project is edited and its status is changed by another user.



projects.project_update

This notification is triggered if a project update is posted by another user.



Extended Notifications

The 'Receive extended notifications' permission is required in the 'Roles & Rights' tab for a user to receive the notifications outlined below when triggered.

Edit project properties *	☒	☐	☐	☐	☐	☐
Add project updates	☒	☒	☐	☐	☐	☐
Manage Projects files & Storage	☒	☒	☐	☐	☐	☐
Manage topics & comments	☒	☐	☐	☐	☐	☐
Edit/delete any task & lists	☒	☐	☐	☐	☐	☐
Receive extended notifications *	☒	☐	☐	☐	☐	☐
Delete project	☒	☐	☐	☐	☐	☐

More information about the rights

Save Delete Cancel

projects.added_team_members

This notification will be triggered whenever user(s) [are added to the project](#).

projects.new_task_added

This notification will be triggered whenever task(s) are created by another user

projects.task_completion

This notification will be triggered whenever [task\(s\) are completed](#) by another user

projects.task_deleted

This notification will be triggered whenever task(s) are deleted by another user

projects.task_discussion_posted

This notification will be triggered whenever a [comment is left on a task](#) by a user

projects.task_file_added

This notification will be triggered whenever a file is added to a task by a user

projects.task_reply_posted

This notification will be triggered whenever a reply to a comment is added to a task by a user

projects.task_updated

This notification will be triggered whenever a task is edited and saved by a user

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