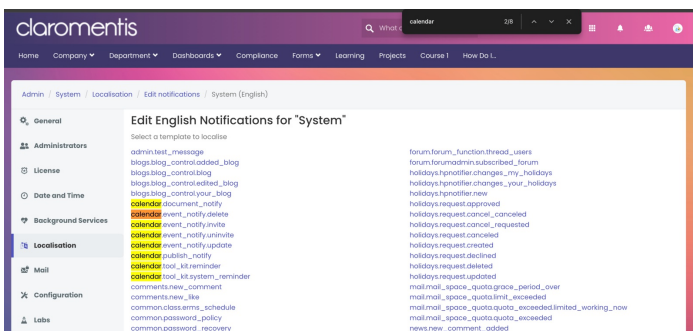


## Calendar Notifications

We will provide an overview of all available Calendar notifications.

Templates for each language can be viewed and edited from **Admin > System > Localisation > Edit templates > System**.



### Notification not sending?

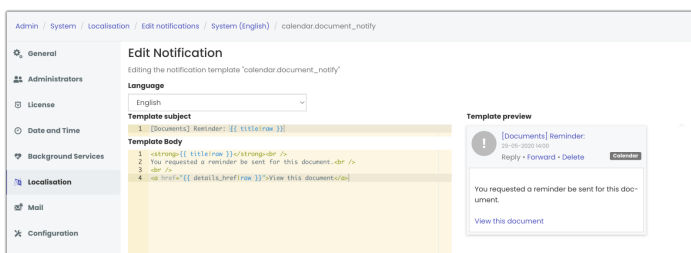
**Remember:** The type of notification received by users e.g. email, in-system, none etc will depend on their preferences as outlined here.

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

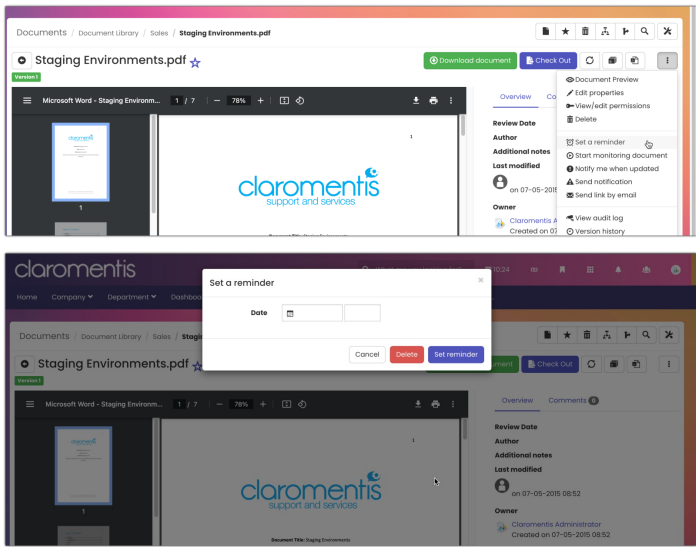
### What notifications can Calendar send and who will receive these?

#### calendar.document\_notify

This notification will be sent to a user when they set a 'Send reminder' notification on a specific date, for a document.

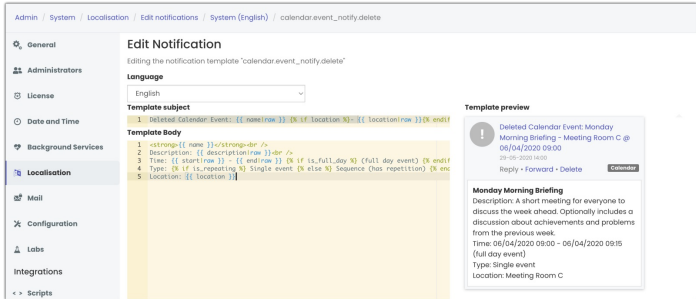


The 'Send reminder' feature can be located in the Documents application.



### calendar.event\_notify.delete

This notification will fire when a calendar event a user created or was invited to has been deleted.



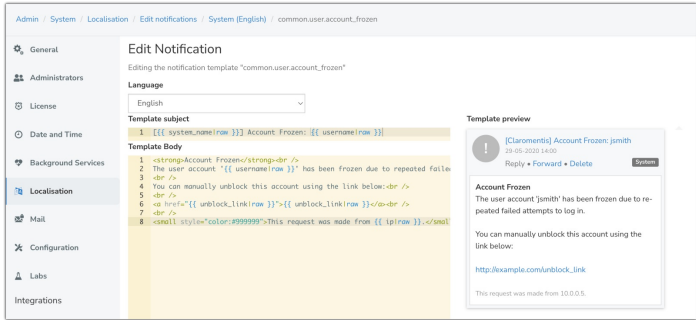
### calendar.event\_notify.invite

This notification will be sent to a user who has been invited to a calendar event by its creator.



### calendar.event\_notify.uninvite

This notification will be sent when a user is removed from the invitation list of a calendar event by its creator when they were previously invited.



### calendar.event\_notify.update

This notification will be sent to any users invited to a calendar event when the creator edits and saves it.

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Edit Notification

Editing the notification template 'calendar\_event\_notify.update'

Language

English

Template subject

Updated Calendar Event: {{ name }} ({{ location }}) ({{ location }}) ({{ location }})

Template body

1 <strong>{{ name }}</strong><br>  
2 Description: {{ description }}<br>  
3 Time: {{ start }} - {{ end }} ({{ is\_full\_day }} (full day event) ({{ multi }}  
4 Type: ({{ is\_meeting }} Single event ({{ is\_repetition }} Sequence (non-repetition) ({{ multi }}  
5 Location: {{ location }}<br>  
6 <br>  
7 <a href='{{ details\_href }}'>View this event</a>

Template preview

Updated Calendar Event: Monday Morning Briefing - Meeting Room C @ 06/04/2020 09:00  
29-Mar-2020 14:52  
Reply Forward Delete Calendar

Monday Morning Briefing  
Description: A short meeting for everyone to discuss the week ahead. Optionally includes a discussion about achievements and problems from the previous week.  
Time: 06/04/2020 09:00 - 06/04/2020 09:15 (full day event)  
Type: Single event  
Location: Meeting Room C  
View this event

The below option needs to be enabled by the creator in the calendar event to ensure this fires:

☐ Full day

☐ Repeat

Location

Link room

Calendar

--> Meetings

Description

Set reminder?

☒ On time

This time

☒ Available ☐ Busy

Are you going?

☐ Yes ☐ No ☒ Unknown

☐ Send notifications about event changing

Submit

Delete

Cancel

calendar.publish\_notify

This notification is a legacy option that will be deprecated in v9 and no longer active.

calendar.tool\_kit.reminder

This notification will be sent to all invited users before the calendar event takes place.

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Edit Notification

Editing the notification template 'calendar\_tool\_kit.reminder'

Language

English

Template subject

Calendar Event Reminder: {{ name }} ({{ location }}) ({{ location }}) ({{ location }})

Template body

1 <strong>{{ name }}</strong><br>  
2 Description: {{ description }}<br>  
3 Time: {{ start }} - {{ end }} ({{ is\_full\_day }} (full day event) ({{ multi }}  
4 Location: {{ location }}<br>  
5 <br>  
6 <a href='{{ details\_href }}'>View this event</a>

Template preview

Calendar Event Reminder: Monday Morning Briefing - Meeting Room C @ 06/04/2020 09:00  
29-Mar-2020 14:52  
Reply Forward Delete Calendar

Monday Morning Briefing  
Description: A short meeting for everyone to discuss the week ahead. Optionally includes a discussion about achievements and problems from the previous week.  
Time: 06/04/2020 09:00 - 06/04/2020 09:15 (full day event)  
Location: Meeting Room C  
View this event

The timeframe for this is set by the creator in the calendar event:

☐ Repeat

Location

Link room

Calendar

--> Meetings

Description

Set reminder?

Never

☒ On time

5 min

10 min

15 min

30 min

1 hour

3 hours

6 hours

12 hours

1 day

3 days

1 week

This time

☒ Available ☐ Busy

Are you going?

☐ Yes ☐ No ☒ Unknown

☐ Send notifications about event changing

Submit

Delete

Cancel

calendar.tool\_kit.system\_reminder

This notification is defunct and will be removed from the product.

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Last modified on 21 December 2023 by Veronica Kim

Created on 21 December 2023 by Hannah Door

Tags: calendar, notifications