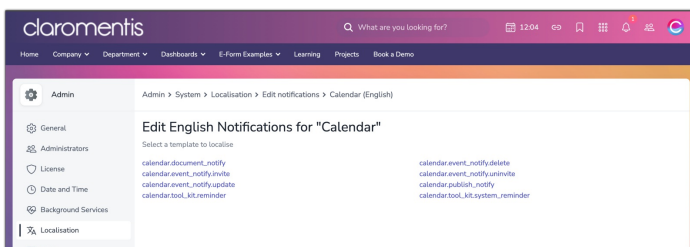




Calendar Notifications

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?

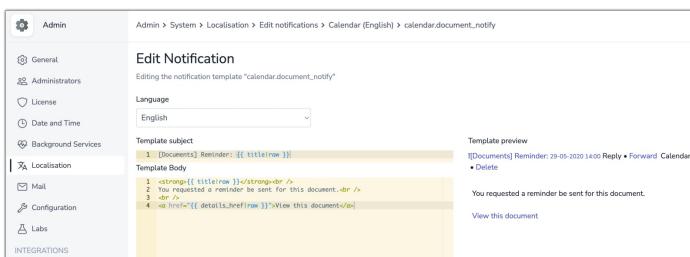
Remember: The type of notification received by users e.g. email, in-system, none etc will depend on their preferences as outlined [here](#).

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

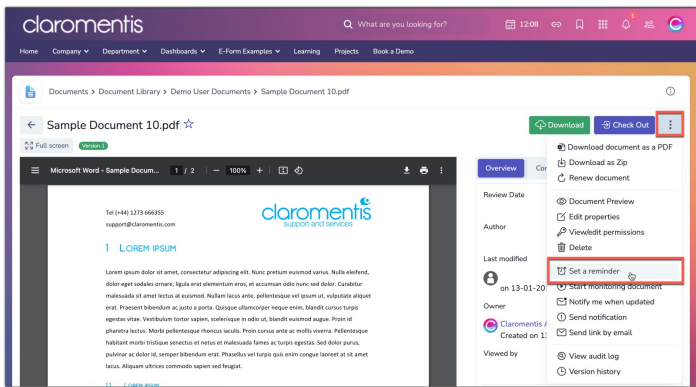
What notifications can Calendar send and who will receive these?

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.

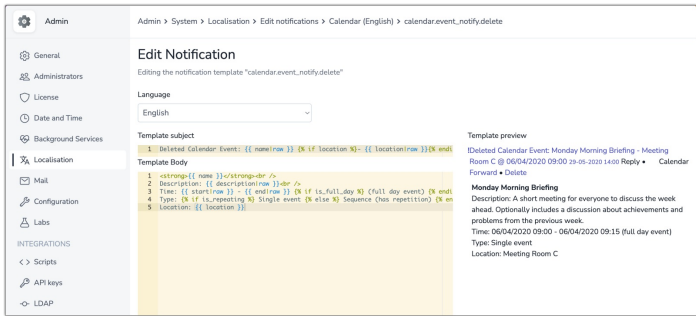


The 'Send reminder' feature can be located in the Documents application.



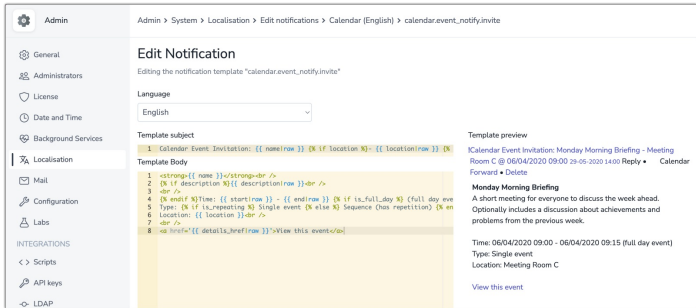
calendar.event_notify.delete

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



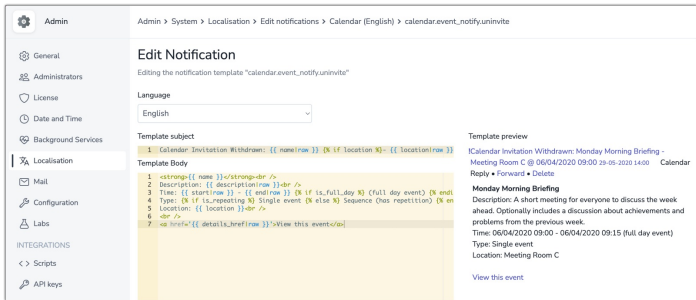
calendar.event_notify.invite

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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Admin > System > Localisation > Edit notifications > Calendar (English) > calendar.event_notifyupdate

Edit Notification

Editing the notification template "calendar.event_notifyupdate"

Language

English

Template subject

Updated Calendar Event: {{ name|row }} {{ location|row }} {{ location|row }} {{ end|row }}

Template Body

```
1 <strong>{{ name|row }}</strong><br />
2 Description: {{ description|row }}<br />
3 Time: {{ start|row }} - {{ end|row }} {{ if is_full_day N }} (full day event) {{ end|row }}
4 Type: {{ if is_repeating N }} Single event {{ else N }} Sequence (no repetition) {{ end|row }}
5 Location: {{ location|row }}<br />
6 <br />
7 <a href="{{ details.href|row }}">View this event</a>
```

Template preview

Updated Calendar Event: Monday Morning Briefing - Meeting Room C @ 06/04/2020 09:00 - 09:15 1400 Reply • Calendar Forward • Delete

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:

claromentis

What are you looking for?

12:12

🔍

📅

📌

🔔

⚙️

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Enter new name here

When

13-06-2024

11:30

13-06-2024

12:00

☐ Full day

☐ Repeat

Location

Link room

Calendar

→ Social

Description

Set reminder?

30 min

Are you going?

Yes

No

Unknown

☒ Send notifications about event changing

Submit

Delete

Cancel

Invited people

Find conflicts

Name	Status	Notification
Claromentis Administrator	Unknown	Sent

Add user

Add guests

Select or create a contact

More...

calendar.publish_notify

This notification is a legacy option that will be deprecated in future versions and no longer appear listed.

calendar.tool_kit.reminder

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

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Admin > System > Localisation > Edit notifications > Calendar (English) > calendar.tool_kit.reminder

Edit Notification

Editing the notification template "calendar.tool_kit.reminder"

Language

English

Template subject

Calendar Event Reminder: {{ name|row }} {{ location|row }} {{ location|row }} {{ end|row }}

Template Body

```
1 <strong>{{ name|row }}</strong><br />
2 Description: {{ description|row }}<br />
3 Time: {{ start|row }} - {{ end|row }} {{ if is_full_day N }} (full day event) {{ end|row }}
4 Location: {{ location|row }}<br />
5 <br />
6 <a href="{{ details.href|row }}">View this event</a>
```

Template preview

Calendar Event Reminder: Monday Morning Briefing - Meeting Room C @ 06/04/2020 09:00 - 09:15 1400 Reply • Calendar Forward • Delete

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:

claromentis

What are you looking for?

12:14

🔍

📅

📌

🔔

⚙️

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Location

Link room

Calendar

→ Meetings

Description

Set reminder?

30 min

Are you going?

Yes

No

Unknown

☒ Send notifications about event changing

Submit

Delete

Cancel

Invited people

Find conflicts

Name	Status	Notification
Claromentis Administrator	Unknown	Sent

Add user

Add guests

Select or create a contact

More...

calendar.tool_kit.system_reminder

This notification is defunct and will be removed from the this list in future versions.

Created on 12 June 2024 by [Hannah Door](#)
Tags: [calendar](#), [notifications](#)