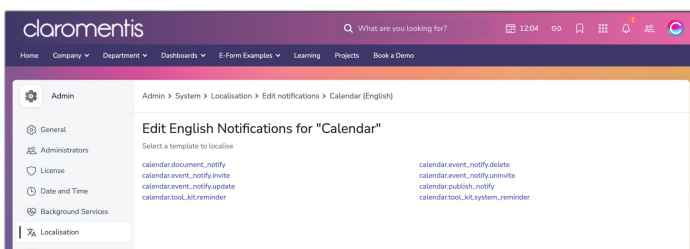




## Calendar Notifications

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?

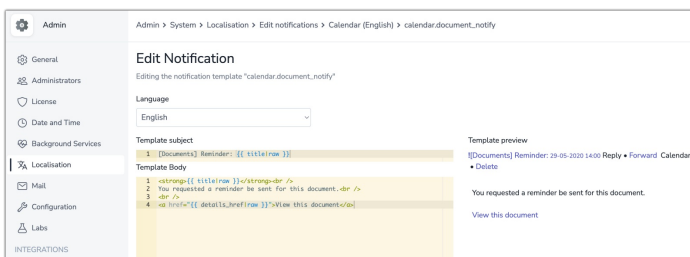
**Remember:** The type of notification received by users e.g. email, in-system, none etc will depend on their preferences as outlined [here](#).

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

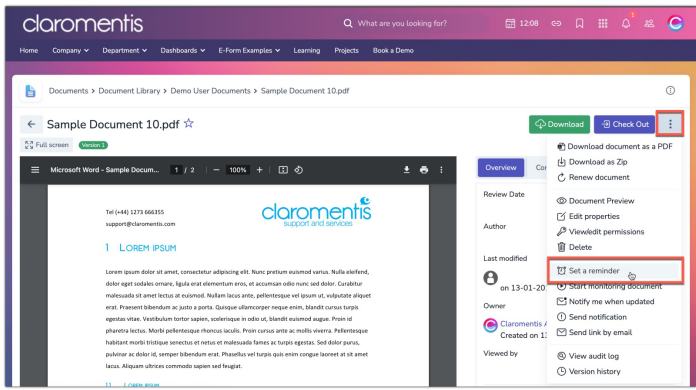
## What notifications can Calendar send and who will receive these?

### 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.

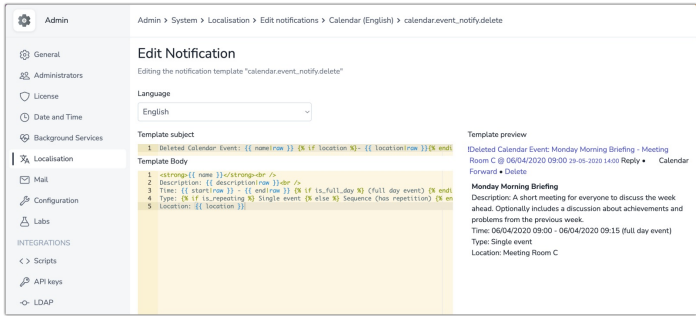


The 'Send reminder' feature can be located in the Documents application.



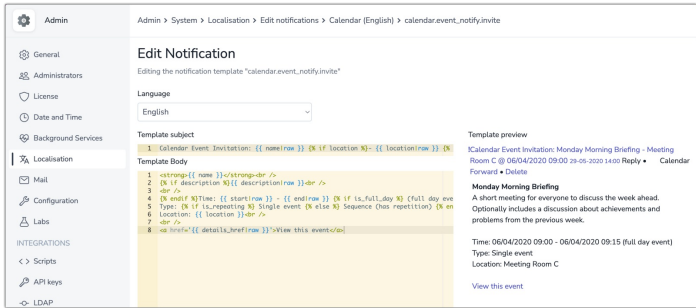
## calendar.event\_notify.delete

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



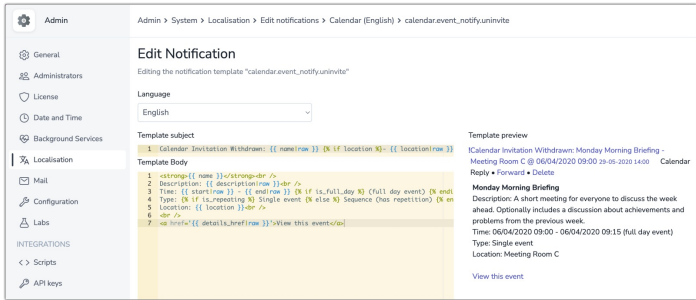
## calendar.event\_notify.invite

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 }} {{ 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 to 09:30 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

en

Home

Company

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Book a Demo

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

Name	Status	Notification
------	--------	--------------

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 }} {{ end|row }}

Template Body

1 Calendar Event Reminder: {{ name|row }}<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 to 09:30 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

en

Home

Company

Department

Dashboards

E-Form Examples

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Projects

Book a Demo

Full day

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

Are you going?

Unknown

Send notifications about event changing

Submit

Delete

Cancel

Invited people

Find conflicts

Name	Status	Notification
Claromentis Administrator	Unknown	Sent

Add user

Add guests

Name	Status	Notification
------	--------	--------------

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.

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