


# Handy Reminder

 This feature is available starting from [Handy Macros 1.4.0](#).

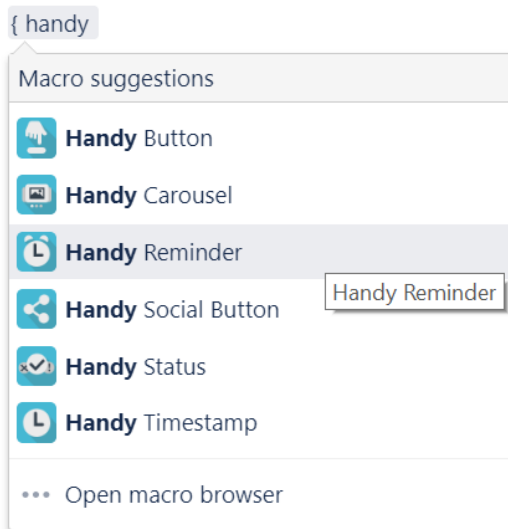
 A reminder notification is sent on behalf of the user who added this macro on the page.

## About the macro


If you plan your tasks in Confluence, or if you need to write a report for your boss every week, or if you need to follow the page updates on a regular basis - you should have some way to remember about doing this. But if you have a lot of tasks - you definitely need a reminder tool for them! Handy Reminder is a macro that can either notify you or remind you of any important thing to do on Confluence pages.

## Inserting Handy Reminder

1. [Insert](#) the Handy Reminder macro on the page.



2. Enter reminder text.
3. Check the "Show message next to icon" option if you want to display it next to the reminder icon in the page view mode.

 This option is available starting from [Handy Macros 1.7.0](#).

4. Specify a date and time for reminder.

#### Insert 'Handy Reminder' Macro

Reminder macro sends scheduled notifications. Post [Idea](#) or [Issue](#). [Documentation](#)

**2** Message

Volleyball on fridays!

Message to be sent in wiki format

**3** ☒ Show message next to icon

**4** Next date \*

16.11.2018

The next date to send remind notification

Time to send \*


10 : 00

Time in current time zone

Select macro

[Insert](#) [Cancel](#)


**Preview**

 *Volleyball on fridays!*

**Remind notifications will be sent on:**

Friday, 16 November 2018  
Friday, 30 November 2018  
Friday, 14 December 2018  
Friday, 28 December 2018  
Friday, 11 January 2019  
Friday, 25 January 2019  
Friday, 8 February 2019  
Friday, 22 February 2019  
Friday, 8 March 2019  
Friday, 22 March 2019  
Friday, 5 April 2019  
Friday, 19 April 2019  
Friday, 3 May 2019  
Friday, 17 May 2019  
and more...

5. Set the frequency of reminding (once or daily, weekly, monthly, etc.)
6. Use the "Remind every Nth" option to receive a notification every Nth period of time. The example below shows that the reminder will be sent every second week as of the current date.

 This option is available starting from [Handy Macros 1.10.0](#).

7. Add the recipients who will receive the email and workbox notifications.

#### Insert 'Handy Reminder' Macro

Time in current time zone

End date

dd.mm.yy

Reminder inactivates after this date

**5** Period \*


Weekly

**6** Remind every Nth week

2

**7** Recipients

Start typing user or group name

 Natalie Paramonova


☒ Enabled

[Send test email](#)

Select macro

[Insert](#) [Cancel](#)


**Preview**

 *Volleyball on fridays!*

**Remind notifications will be sent on:**

Friday, 16 November 2018  
Friday, 30 November 2018  
Friday, 14 December 2018  
Friday, 28 December 2018  
Friday, 11 January 2019  
Friday, 25 January 2019  
Friday, 8 February 2019  
Friday, 22 February 2019  
Friday, 8 March 2019  
Friday, 22 March 2019  
Friday, 5 April 2019  
Friday, 19 April 2019  
Friday, 3 May 2019  
Friday, 17 May 2019  
and more...

8. When the reminding period is "Once", check the "Show date" option if you want to display it next to the reminder icon in the page view mode.

 This option is available starting from [Handy Macros 2.1.0](#).

## Insert 'Handy Reminder' Macro

Next date \*

30.11.2018

The next date to send remind notification

☒ Show date

Time to send \*

9 : 00



Time in current time zone

Period \*

Once

Recipients



Start typing user or group name

 Natalie Paramonova 

☒ Enabled

[Send test email](#)

Preview

 30 Nov 2018 

**Remind notifications will be sent on:**  
Friday, 30 November 2018

Select macro







Insert

Cancel

The date displayed next to the icon changes its colour to orange in seven days before the expiration, and to red in the reminding day.


## My reminders

Created by Natalie Paramonova, last modified yesterday at 4:56 PM

-  21 Nov 2018  Write a blog-post
-  27 Nov 2018  Review the blog-post
-  30 Nov 2018  Publish the blog-post




9. Click **Insert**.

## Modifying Handy Reminder settings in the page view mode

1. Click the Handy Reminder  icon on the page.



## My reminders

Created by Natalie Paramonova, last modified 10 minutes ago

-  Volleyball on fridays!
-  Choose a gift for Mary
-  Congratulate John on his birthday

2. Edit macro settings on the fly.

## Handy Reminder Settings



Message	<input type="text" value="Volleyball on fridays!"/>
Next date	<input type="text" value="16.11.2018"/>
Time to send	<input type="text" value="10"/> : <input type="text" value="00"/>
End date	<input type="text" value="dd.mm.yy"/>
Period	<input type="text" value="Weekly"/>
Remind every Nth week	<input type="text" value="2"/>
Recipients	<div> <a href="#">Natalie Paramonova</a> </div>
Enabled	<input checked="" type="checkbox"/>

[Save](#) [Cancel](#)

- Click **Save**.
- To change a reminder date when it is displayed next to the icon, click the date in the page view mode and change it like using the [Handy Date](#) macro. The reminder becomes enabled again.

## My reminders

Created by Natalie Paramonova, last modified yesterday at 4:56 PM

 **21 Nov 2018**  *Write a blog-post*

<

November 2018

>

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

post  
post  
action