

PF4 Task Reminder

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ABSTRACT

PF4 Task Reminder is a Joomla 3.x System Plugin and CLI application that delivers task summary notification emails to assigned Project users for tasks that are nearing their completion date.

Introduction

The PF4 Task Reminder is a Joomla 3.x native system plugin and Joomla 3.x CLI application that, once configured and set up through a cron job, will deliver task summary notification emails to assigned users for tasks that are about to reach their completion date and/or have already gone past their completion date and are currently overdue.

Installation


The PF4 Task Reminder plugin is installed via Joomla 3.x's native installer. Once installed, the plugin adds, in addition to the pftaskreminder folder within you plugin->system directory, an additional file (taskreminder_cron.php) to your Joomla's cli directory. It is this file that you need to call when setting up the cron job.

Configuration

Once installed, the plugin needs to be configured. PF4 Task Reminder comes with a number of configuration settings divided into the following logical tabs:

- Basic Settings
- Overdue Task Settings
- Task Information.

Basic Settings Tab

 **Plugins: System - PF4 Task Reminder**

[Plugin](#) **Basic Settings** [Overdue Tasks Settings](#) [Task Information](#)

Email From	<input type="text" value="support@angedesign.com.au"/>
From Name	<input type="text" value="ANGEK DESIGN"/>
Email Subject	<input type="text" value="Task Reminders"/>
Email Message	<div><p>Please find below a list of your assigned tasks that are due for completion with the next 6 days.</p></div>
Email CC	<input type="text"/>
Email BCC	<input type="text"/>
Alert Period	<input type="text" value="6"/>
Alert Interval	<input type="text" value="Day"/>
Alert Condition	<input type="text" value="<"/>

The Basic Settings tab provides the following parameters:

- **Email From** – this holds the email address that will be displayed in the notification emails. If this field is left blank the plugin will use the “Email From” parameter from your Joomla configuration file.
- **From Name** – this holds the name that will be displayed in the notification emails. If this field is left blank the plugin will use the “From Name” parameter from your Joomla configuration file.
- **Email Subject** – Enter the subject line for your email notifications.
- **Email Message** – Enter any generic message you like to deliver to the user. The task list will be appended to this message.
- **Email CC** – If you would like to send a copy of the notification to someone then enter their email address in this field. This field can be left blank.
- **Email BCC** – If you would like to send a blind copy of the notification to someone then enter their email address in this field. This field can be left blank.
- **Alert Period, Alert Interval and Alert Condition** – Set the period prior to a task deadline that the email notification should be sent.

If you want to be alerted of all the tasks that are due to be completed in exactly 2 days time then enter “2” in the **Alert Period** textbox, select “Day” from the **Alert Interval** and select “=” for the **Alert Condition**. Similarly, if you want to be alerted of all tasks that are due to be completed within the next 6 days then enter “6” in the **Alert Period** textbox, select “Day” for the **Alert Interval** and select “<” for the **Alert Condition**.


Overdue Task Settings

The screenshot shows the Joomla! configuration interface for the 'PF4 Task Reminder' plugin. At the top, there is a dark blue header with a plug icon and the text 'Plugins: System - PF4 Task Reminder'. Below the header are three buttons: a green 'Save' button, a white 'Save & Close' button with a green checkmark, and a white 'Close' button with a red 'x'. Below these buttons are four tabs: 'Plugin', 'Basic Settings', 'Overdue Tasks Settings' (which is selected and highlighted), and 'Task Information'. Under the 'Overdue Tasks Settings' tab, there are two settings: 'Include Overdue Tasks' with a radio button set to 'No' (the 'No' button is red and selected, while the 'Yes' button is grey), and 'Overdue Days' with a text input field containing the number '5'.

The Overdue Task Settings tab provides the following parameters:

- **Include Overdue Tasks** – You can elect to also include tasks that are overdue in your notifications.
- **Overdue Days** – If you elect to include overdue tasks then by entering a number into this textbox the user will continue to receive overdue tasks in their notifications for X days past the task completion date.

Task Information Settings

 **Plugins: System - PF4 Task Reminder**

✎ Save
✓ Save & Close
✖ Close

Plugin
Basic Settings
Overdue Tasks Settings
Task Information

Project Name	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Milestone Name	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Tasklist Name	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Priority	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Deadline	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Show Due In	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

The Task Information Settings tab provide the following parameters:

- **Project Name** – Select “Yes” if you want the Project Name included in the email notification
- **Milestone Name** – Select “Yes” if you want the Milestone name included in the email notification. If a task does not belong to a milestone this field will not be displayed in the notification email.
- **Tasklist Name** – Select “Yes” if you want the Task List name included in the email notification. If the task does not belong to a tasklist this field will not be displayed in the notification email.

- **Priority** – Select “Yes” if you want the task’s priority to be included in the email notification.
- **Deadline** – Select “Yes” if you want the task’s completion date to be included in the email notification.
- **Show Due In** – If set to “Yes” the plugin will calculate the number of days that the task will become due based on the date the notification is sent.

Cron Job Setup

For the notifications to work you must configure a cron job to run once a day. Here’s a couple of examples of what the cron job should look like:

Command Line

```
crontab -e
0 0 * * * php /path/to/joomla/cli/taskreminder_cron.php
```

Cpanel

Add New Cron Job

Common Settings:	Once a day (0 0 * * *)	
Minute:	0 :00 top of the hour (0)	✓
Hour:	0 12:00 a.m. midnight (0)	✓
Day:	* Every day (*)	✓
Month:	* Every month (*)	✓
Weekday:	* Every weekday (*)	✓
Command:	php /path/to/joomla/cli/taskreminder_cron.php	✓

Add New Cron Job

There are 2 things that you need to make sure are correct when setting up the cron job.

- Path to your php executable and
- Full path to the script to be executed. This must be:
/path/to/joomla/cli/taskreminder_cron.php

Notifications

If everything has been configured correctly the plugin will execute and deliver notifications to your users listing the tasks that are approaching their completion date. Below is a screenshot of one such notification.

Please note that all notifications are delivered as html email. The plugin has not been configured to deliver plain text email notifications.

From	To	Subject	Received
<admin@ornamentum.com.au>	<ornamentum@gmail.com>	Task Reminders	Sunday, 5 Jun 2016 5:33

Received Sunday, 5 Jun 2016 5:33:45 PM
 From <admin@ornamentum.com.au>
 To <ornamentum@gmail.com>
 Subject **Task Reminders**

Please find below a list of your assigned tasks that are due for completion.

Project: PFBilling Development

Task Title	Priority	Deadline	Due In
My Second Task	Very Low	2016-06-07 10:00:00	2 Days
My First Task	Very Low	2016-06-09 10:00:00	4 Days