Email People of Deadlines Coming Due

Report Description:

This report will send an email to specific people based on their assigned role, security group, supervisors, or managers, of specific deadline types that are coming due. If you have a real problem with staff not getting their deadlines completed on time, you can also send the email to their supervisor or manager.

Running the Report:

The report does not require you to input any data. Just click the submit button and the emails will be sent.

Email People Of Deadlines Coming Due
Enter report criteria and press "Submit"

This report does not require any additional input. Press "Submit" to submit the report for execution.

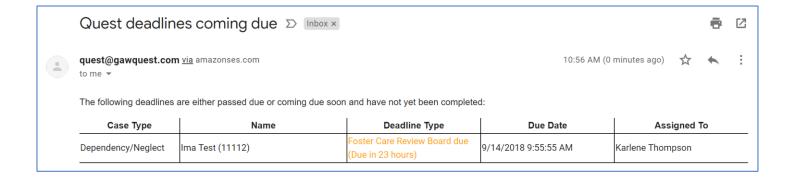If you're going to use this report, it should be set up as a scheduled job.

Edit Scheduled Job
Email people of deadlines coming due

Job name: DEADLINESENDING
Frequency:* DAY - Daily ▼
Report name:* DEADLINESENDING - Email people of deadlines coming due ▼
Run date offset:* 0
Run date range:* N - No date range ▼
Run time: 8:00:00 AM

The Report:

The report does not produce any output. The designed people will receive an email notifying them of the deadlines coming due.

Quest deadlines coming due 〉 Inbox ✕

quest@gawquest.com via amazonses.com — 10:56 AM (0 minutes ago) ☆ ↩ ⋮
to me ▾

The following deadlines are either passed due or coming due soon and have not yet been completed:

Case Type	Name	Deadline Type	Due Date	Assigned To
Dependency/Neglect	Ima Test (11112)	Foster Care Review Board due (Due in 23 hours)	9/14/2018 9:55:55 AM	Karlene Thompson

Where the data comes from:

It will look at the list of deadline types defined in the report parms, see if any are coming due within the number of days set up in the report parms. It will then look at the case to which the deadline is attached and see if any of the names assigned match the Assigned Role, Security Group, Supervisor, or Manager set up in the report parms.

If it finds a probation officer for example, it will look at the email address of the probation officer and send the email.

If you want to set up the supervisor or manager type so they receive emails as well, you must have a person type set up in the tables that means "Supervisor" or "Manager". The system knows this person is the probation officer's supervisor if the person with a person type of "Supervisor" has the same Agency/Division/ and Unit as the probation officer.

The manager would be someone with a person type of "Manager" that matches the Agency/Division of the probation officer.

Report Settings:

```
# -- Required settings --
class=equest.app.reports.

# deadline types to include (uppercase)DeadlinesEnding
# deadlineType.n=TYPE
deadlineType.1=rtp
deadlineType.2=psw


# Send emails to all members of a security group (uppercase)
# emailGroup.n=GROUPID

# Assigned role for people who will be notified (uppercase)
# assignedRole.n=ROLE
```

```
assignedRole.1=YSO
assignedRole.2=PROB

# Person type for agency/division/unit supervisors (uppercase)
# supervisorType.n=TYPE

# person types to agency/division managers (uppercase)
# managerType.n=TYPE

# send notice to assigned person (otherwise, just supervisors/managers)
emailAssignments=true

# number of business days in advance of deadline to send notice
days=3
```

If you don't set the emailAssignments=true, the case assignment will NOT receive an email.