

# Notify of assigned documents

## Report Description:

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Reads through all assigned documents and warns assigned users of the documents that have been assigned longer than the grace period provided. It will also send a message to the user who created the document and the user running this report.

## Running the Report:

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There is no criteria for this report. The report should be a schedule job that runs every day.

Click the **Submit** button to run the report.

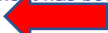
## The Report:

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Because I ran the report, I received the following messages:

If I click on the bold name of the document, I am taken to the **Document Detail** screen.

### Messages Karlene Thompson

Delete	Message	Status
	<b>Add a new message</b>	
<input type="checkbox"/>	Job successful - NOTIFYDOCS Start: 3/25/2022 9:33:14 AM; End: 3/25/2022 9:33:14 AM; Return code: 0. --> Added by Karlene Thompson on 3/25/2022 9:33:14 AM	--Select--
<input type="checkbox"/>	The following document has been assigned to Van D. McMahan for 42 days and hasn't been updated since: <b>TEST</b> <b>Order of the Court</b>  --> Added by Karlene Thompson on 3/25/2022 9:33:14 AM	--Select--
<input type="checkbox"/>	The following document has been assigned to Van D. McMahan for 42 days and hasn't been updated since: <b>TEST</b> <b>Order of the Court</b> --> Added by Karlene Thompson on 3/25/2022 9:33:14 AM	--Select--

If I am the person to whom the document is assigned, I will also get a message:

## Messages Van McMahan

Delete	Message	Status
	<a href="#">Add a new message</a>	
<input type="checkbox"/>	The following document has been assigned to you for 42 days and hasn't been updated since. Please process it immediately: <b>TEST Order of the Court</b> --> Added by Karlene Thompson on 3/25/2022 9:33:14 AM	--Select--

## Report Settings:

# -- Required settings --

class=equest.app.reports.NotifyAssignedDocuments

jobQ=batch

# -- Optional Report settings --

#report.notify.userID.1=xxxxxx

daysBeforeNotify=14

You can change the daysBeforeNotify to however many days you want a document to be assigned before it sends these messages.