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(remove this paragraph once the translation is finished)

Editing e-mails for tasks and groups

It is possible to edit e-mails send by T!M which for example are meant to inform about the assignment of new tasks. The actual text of an e-mail may be changed. To do this, the file **tim.properties** has to be opened with a text processing program. You can find this file located in the following directory:

```
...\server\default\deploy\loom.ear\config
```

All e-mails may be sent either as a normal text or as HTML-mails.

Notification mails

Via the menu item **Notification Mails** e-mails can be edited informing about the completion of tasks.

- **notification-assignee-mail-subject** : This options changes the subject of an e-mail
- **notification-assignee-mail-text** : This option changes the textual content of an e-mail

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Archivation

Via this menu item e-mails can be edited informing about archived instances:

- **archivation-mail-subject** : This option changes the subject of an e-mail
- **archivation-mail-text** : This option changes the textual content of an e-mail

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Adhoc

Via this menu item e-mails can be edited informing about AdHoc tasks:

- **notification-adhoc-close-subject** : This option changes the subject of an e-mail
- **notification-adhoc-close-text** : This option changes the textual content of an e-mail

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Taskmail

Via this menu item texts of e-mails can be edited which assign a new task to an employee:

- **taskmail-subject** : This option changes the subject of an e-mail
- **taskmail-text** : This option changes the textual content of an e-mail

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The content of e-mails which are sent by the system as reminders for unfinished tasks can similarly be edited:

- **taskreminder-subject** : This option changes the subject of an e-mail
- **taskreminder-text** : This option changes the textual content of an e-mail

Escalation

E-mails which inform about the escalation of a process are also editable:

- **escalation-email-subject** : This option changes the subject of an e-mail
- **escalation-email-message** : This option changes the textual content of an e-mail

Using variables in the texts of e-mails

It is possible to use certain key words within the text of e-mails. These key words will then be replaced by a corresponding variable.

- **${processDefinitionName}** : The name of the process definition to which for example the task belongs to
- **${processInstanceName}** : The name of the corresponding process instance
- **${processInstanceId}** : The identification number of the process instance
- **${processInstanceDescription}** : The description which was generated at the start of the process instance
- **${taskName}** : The name of the corresponding task
- **${nodeName}** : The name of the activity to which the task belongs to
- **${taskId}** : The identification number of the task
- **${nodeId}** : The identification number of the activity
- **${taskLink}** : A link that directs to the related task
- **${taskDescription}** : The description of the current task
- **${baseLink}** : This provides access to the baselink of the server on which the task has been set up (e.g., tim.taskinmotion.de)
- **${NOW}** : The current date
- **${SEZ, dd.MM.yyyy}** : The deadline of completion for the corresponding task as depicted in a chosen format
- **${JEDEPROZESSVARIABLE}** : Any process variable of a process can be used here

HTML-Taskmails

HTML-Taskmails can be used to edit the content of an e-mail. For example, pictures can be included in addition to the possibility to embed simple links within the text. In contrast, this option would not be possible to implement with ordinary Taskmails. To enable these kind of functionalities in a HTML-mail

the parameter of the Taskmail text has to start with the following value:

```
<html><head><meta http-equiv="Content-Type" content="text/html;
charset=UTF-8"></head><body>
```

For example:

```
taskmail-text=<html><head><meta http-equiv="Content-Type"
content="text/html; charset=UTF-8"></head><body>You have received a new
task: ${taskName} <br/>  in the process: ${processDefinitionName}. <br/>
\nn\nGo directly to the task: <a
href="${taskLink}">${taskName}</a></body></html>
```

Differences between Taskmails with each definition and node (starting with v4.0)

An individualized subject heading and text for each e-mail can be implemented with each definition and/or node. The corresponding entry in the file tim.properties would then look like this:

```
taskmail-text-prozessdefinitionsname-nodename-with-spacecharacter=The text
in the mail is referring to a specific node within a certain process
taskmail-subject-prozessdefinitionsname-nodename-with-spacecharacter=You
have been assigned the task ${taskName} within the process
${processInstanceName}
```

If possible, an individual text will be specifically dedicated to a specific node with each taskmail. In case that this is not possible, a search for an e-mail will be conducted for the process definition. Finally, if this text is also not available, then the standardized text will be used.
The following is an example of an individualized e-mail text for each process definition:

```
taskmail-text-processdefinitionname-with-spacecharacter=This is the text for
the task of the process definition PROCESSDEFINITIONNAME
taskmail-subject-prozessdefinitionname-with-spacecharacter=The task
${taskName} in the process ${processInstanceName} has been assigned
```

Names of process definitions and nodes have to be written in small **letters**! Space characters and special characters are notated by using **-**

Enabling and disabling Taskmails

To enable the functionality Taskmails for individual users the option **"Prefer to receive messages by e-mail"** can be activated in the user profile. This setting is also available to be used within the entire system by accessing the client profile.

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