How to Set Maximum Reminder Days for Notifications

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The Notification Tab in Global Email Settings now includes an option to set a maximum number of days for reminder emails about Portal Messaging, Documents, and 5500 tasks.

- During the Reminder Period: Emails are sent to users with tasks on their To-Do list. These emails include all outstanding or overdue tasks, even if some extend beyond the set number of days.
- After the Reminder Period Ends: Documents remain accessible in the Portal, but no further email notifications are sent.

This feature ensures reminder emails are limited to a specific time frame rather than continuing indefinitely.

Updating the Maximum Reminder Days

To update the maximum number of days for reminder emails:

1. Select the Wolters Kluwer Logo> Administrative Tasks>Portal Workflow> Global Email Settings

2. Select the Notifications Tab

3. Enter the desired day limit in the 'Maximum Reminder Days' dropdown per module

Important Notes

- This feature supports a maximum setting of up to 400 days.
- If set to zero, or if the Maximum Reminder Days is less than the value in the Portal User Reminder Days dropdown, the system will continue to send reminders until tasks are completed.
- Please note that this feature is currently not available for communications sent from the Compliance Portal.
- This only impacts **reminder** emails sent to Portal Users; **follow-up** emails sent to TPAs will still show full lists of outstanding items.