Sending messages

Sending Task Notifications

You can select **message template** and type of message (supported types are notice and message in present).

U**sers from contact** is available for email, becauce notice can not be sent to them.

In message template you can use specific merge fields, which are replaced by corresponding content.

Eg. If in content of message is "${DESCRIPTION} " , it can be replaced by comment from task. List of these merge fields is mentioned below:

When message action is evoked from event/task:

Name	Meaning
${NAME}	Event/task title
${DESCRIPTION}	Comment
${LOCATION}	Location
${DURATION}	Duration (used from task)
${USERS}	List of users
${TYPEOFWORK}	Type of work
${STATUS}	Event/task status
${START}	Starting time
${END}	End of event/ Task deadline
${CONTEXT}	Context