Job journalApprovalProcessReminder

Purpose and Status

The job reminds persons who are enabled for journal approval to submit the journal for the previous month. It requires TA and Workflow, is not configurable, and is inactive by default in the job descriptor.

Client Settings

The job has no configuration of its own. It uses the TA settings of the client in the area **Monthly journal approval**:

- **Enabled**: Only clients with journal approval enabled are processed.
- **For persons of these groups**: Groups whose persons are reminded.
- **Remind X days after month end**: Waiting period. Reminders are sent at the earliest on day X+1 of the following month (with 0, from the first of the month).
- **Remind by**: *Email* (default), *Process notification*, or *Email and process notification*.
- **Reminder email subject text module** and **Reminder email text text module**: i18n keys for the subject and content of the reminder email; they are translated into the person's language.

Processing

- Only clients with journal approval enabled are processed. Inactive and expired test clients are skipped.
- The configured waiting period after the start of the month must have elapsed before reminders are sent.
- Valid persons are determined for the configured journal approval groups. Persons without a TA ID or with a submission or approval permission already set for the previous month are skipped.
- Depending on the client setting, a workflow notification, an email, or both are sent. Emails require an address and use the stored i18n keys for subject and content.
- The workflow notification appears as an open task and opens the monthly journal of the previous month.
- The job does not remember who has already been reminded: every run after the waiting period has elapsed reminds all persons who have not yet submitted the journal for the previous month again. Choose the schedule (trigger) accordingly, e.g., once a day or once a week.