

Send Daily Email with Upcoming Tasks to a User

SUMMARY

This system sends out a daily email showing which tasks are overdue, due today, and due tomorrow. This article includes examples of those daily task reminder emails. [Learn more about opting into or out of Daily Tasks Reminder emails here →](#)

Example of a daily tasks email:

Tasks overdue as of Tue, May 16			
Recently Overdue Tasks			
Task	Transaction	Visible To	Due On
Agency Disclosure	Has New Offers (#2)	Anyone	Fri, Apr 28
Mold Disclosure	Has New Offers (#2)	Anyone	Fri, Apr 28
Lead-based Paint Disclosure	Has New Offers (#2)	Anyone	Fri, Apr 28
Financial Addendum	Has New Offers (#2)	Anyone	Fri, Apr 28
Seller's Property Disclosure	Has New Offers (#2)	Anyone	Fri, Apr 28
View all 299 overdue tasks →			
View all open tasks →			

[Log in to your account](#)

Sent from Paperless Pipeline