

# Reminders

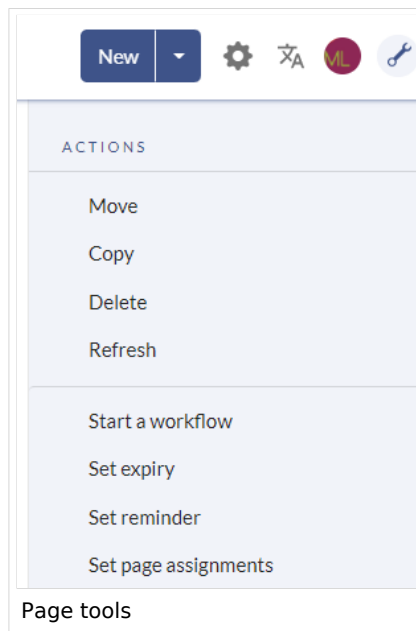
The extension **Reminder** allows users to keep track of pages by creating reminders for a particular date. By default, the wiki sends out a notification one week before and on the day that was set in the reminder.

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## Setting a reminder

To create a reminder, click *Set reminder* in the page tools.



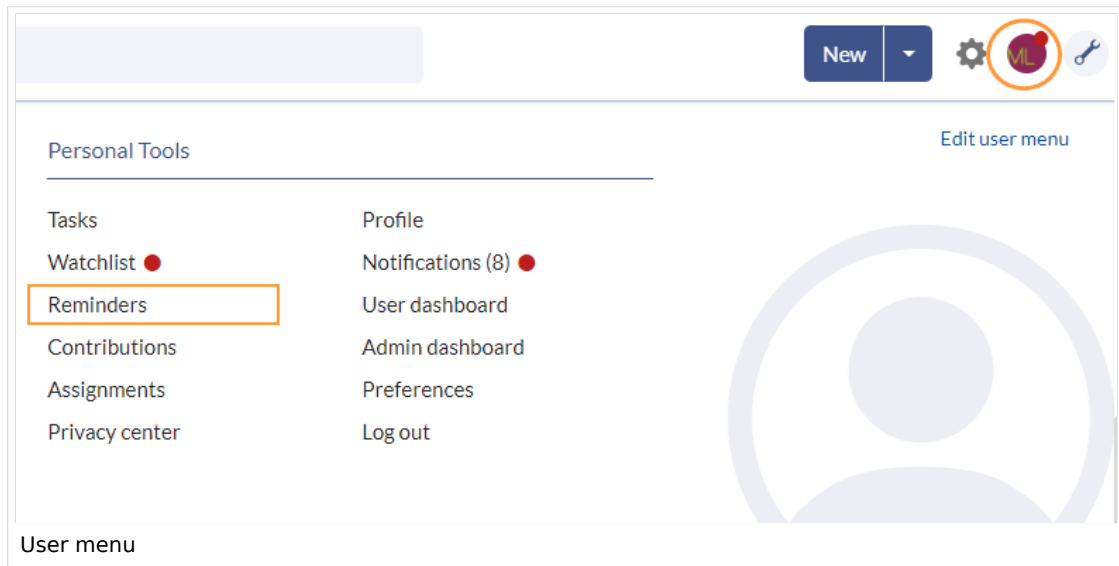
A dialog window opens. After entering the reminder data, the reminder is saved after clicking *Done*.

A screenshot of the 'Reminder' dialog window. The window has a title bar with 'Cancel', 'Reminder', and 'Done' buttons. The main content area includes: a 'Remind on' field with the date 'Tue, 1 Mar 2022' and a '\*' icon; a 'Repeat' checkbox which is checked; a 'Repeat every' section with a minus button, the number '1', a plus button, and a dropdown menu set to 'day(s)'; a 'Repeat ends on' field with the date 'Wed, 2 Mar 2022'; and a 'Comment' text area containing the text 'Check for new screenshots'. At the bottom, there are two tabs: 'Reminders for this page' (selected) and 'My reminders'. The dialog is labeled 'Reminder dialog window' at the bottom.

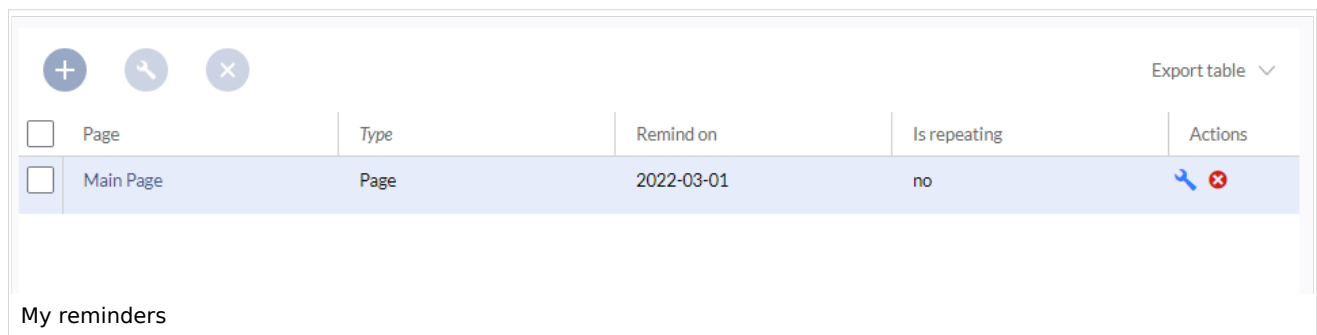
## My reminders

Users can view and manage a list of their own reminders. The list can be loaded in the following ways.

1. In the editing dialog (see image above) via the *My reminders* button.
2. Via the User menu > *Personal Tools* > *Reminders*.



Here, reminders can be edited (wrench icon) or deleted (x icon).



## Managing all wiki reminders

The Special:Reminder page is available to wiki administrators. It displays a list of all reminders for all sites and all users. Wiki admins can delete reminders here or edit the due date and other details. Users in the admin role can theoretically create reminders for other users. This ability should be used with caution, however, as users may not expect others to create reminders on their behalf.

## Benachrichtigungen

By default, users receive a notification in the wiki and via email a week before or on the due date. This behavior can be disabled in the [user preferences](#).

➔ [Technical Reference: BlueSpiceReminder](#)