



CodySoft® October 3rd 2024 release notes

HPMS/CCM Module:

1. A Past Due notification reminder option has been added to the Reminder Settings within the Admin section. Past Due notification emails may be sent to the Memo/Correspondence Owner and Business Owner when the External Response Due Date on an action has passed.

- Within the Admin > Settings menu navigate to “Send notification when current date is greater than the Due Date” and check off box to require notifications.
- Enter the number of notices to be sent every 24 hours.
- Enter the number of days after the due date to issue the first notice.
- Click Save.

2. Past Due Notification email that will be sent to the Business Owner of the action.

Past Due Action Notice Response is 1 days Past Due



server@codysoft.net

To Michelle Larson

Start your reply all with:

[Thank you for the reminder.](#)

[What do I need to do?](#)

[Completed.](#)

[Feedback](#)



An action assigned to you has a past due response. Please complete your required action ASAP.

Action Details:

Action #: 9794-A

Title: Past Due Action Notice

Due Date: Monday, September 30, 2024

of Days Past Due: 1

Link to Action: [OPEN](#)

Memo Details:

Memo #: 48161-A

Memo Name: Past Due Memo Monday

Link to Memo: [OPEN](#)

3. Past Due Notification email that will be sent to the Memo or Correspondence Owner.

Past Due Action Notice Response is 1 days Past Due



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To Michelle Larson

Start your reply all with:

[Thank you for the reminder.](#)

[What do I need to do?](#)

[What is the message?](#)

[Feedback](#)



Compliance
Correspondence
module®

An action attached to your Memo has a past due response.

Action Details:

Action #: 9794-A

Title: Past Due Action Notice

Due Date: Monday, September 30, 2024

of Days Past Due: 1

Link to Action: [OPEN](#)

Memo Details:

Memo #: 48161-A

Memo Name: Past Due Memo Monday

Link to Memo: [OPEN](#)