Define Message Properties

Overview

You can define properties for a message, such as task due date, priority, and more.

Message Property Options

Message Property	Description
Email Mode	**None**: Only send a Flowtime message to the recipients. **Send Link**: Send an email and a Flowtime message to the recipients. **Email Only**: Only send an email to the recipients. This option is only available for the Message Activity.
Task Due Date	- For Task Activities, define a due date for when the task must be complete. You can enter a number and then select the Time Interval. For example, if you enter 3 and set the **Time Interval** to **Week**, the due date is three weeks. - Select Set Due Date by Working Time to calculate the due date based on the recipients' calendar, which accounts for non-working time, such as vacation. - Select a **Calculate From** option. - Task Instance Creation: the due date is relative to the time when the user received the task. - Activity Instance Creation: the due date is fixed, even if the task was fetched or a recipient was added.

Message Property	Description
Set Mail as High Priority	Click the three dot button next to the **Only if (optional)** text box to create a high priority expression. If the expression is true, the mail is flagged high priority.
Enable Reassigning Task	End users can dynamically reassign a task to alternate recipients during runtime.
Enable Adding Recipients	End users can dynamically add recipients during runtime.
Enable Removing Recipients	End users can dynamically remove recipients during runtime.
Customize Recipients Picker	Customize which recipients the end user can select in the Flowtime Recipients Picker.