Receiving Email Notification for a Task

This page applies to: Conga Contracts

When a user creates a task for a company, contract, or project and assigns the responsibility for completing the task to another user, the user responsible for completing the task receives an email notification, which includes a description of the task and its expected due date. The email message shows Contracts Task as the sender.

1. Review the task information provided in the email message.

2. Click the Go To Task link in the message to be directed to the Company, Contract, or Project Profile containing the task once you log in to Conga Contracts.

3. (Optional) Click the Go to Contract, Go To Company, or Go to Project link in the message to review additional information in the task’s Profile.