

KB168627837: WebCenter - How to stop Overdue Task or Approval Reminder e-mail notifications for test projects

Question

How can Overdue Task or Approval Reminder e-mails be discontinued without stopping E-mail Notifications for the entire system?

You might want to stop Overdue Reminders in case of a Test WebCenter system, or for Test Projects that are not completed, but have pending tasks.

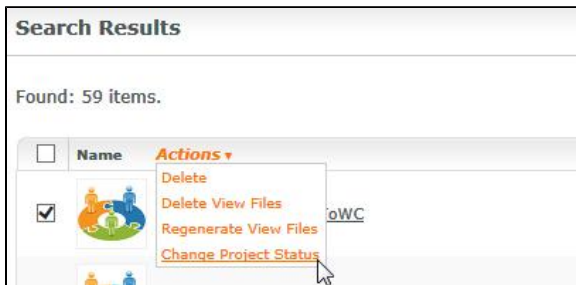
Answer

You can either delete these Projects, or the **Project Status** can be set to **non-Active** in case you wish to save the projects for a certain period of time.

Both the actions can be done in bulk. Deleting Projects is possible from a **Project Search** or from the **Projects** page.

To change the Project Status of multiple Projects, perform the following steps:

1. Choose **Search > Projects** from the main menu.
2. Use any combination of filters that results in your desired list of Projects.
3. Enable **Search Panel Design**.
4. Enable the **Editable** option for **Project Status**.
5. Now execute your Search.
6. Select multiple Projects and then choose **Change Project Status** from the **Actions** menu.



7. Select the new (non-Active) Project Status and click **Start**.

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