Creating a New Reminder

1. Click New Note/Reminder. The New Note/Reminder popup window will open.

Messages (2/4)				
New ▼ ♥Mark as Read Mark	🛃 New Note/Reminder	🖉 Edit 🞯 Dismiss 🙆 View		
From	Subject	Date 👻		

- 2. In the window that opens, enter a subject and a message for the reminder.
- 3. Place a checkmark beside Make a Reminder.
- 4. Click Save.

ubject:	t: Review Attachment	
lessage:	Review new COI attachment before adding it to the COI.	^
	V Make a Reminder	Y

5. Your reminder will be displayed in the COI's Messages tab, as well as in the Messages list. All reminders are marked with a 🖣 icon.

Mes	sages (2/4)		
Nev	🔹 🖋 Mark as Read 🛛 🕍 Rep	ay 🗌 😼 New Note/Reminder 🥜 Edit 🕲 Dismiss 🚔 View	
	From	Subject	Date 👻
	Sheila Jackson	Review for non-compliance	Apr 1 at 1:01 pm
9	Sheila Jackson	Review attachment	Apr 1 at 12:56 pm
	pv@amelevator.com	RE: COI Expiry Notification for A & M Elevator Company	Apr 1 at 11:57 am
	Sheila Jackson	COI Expiry Notification for A & M Elevator Company Inc.	Apr 1 at 11:55 am