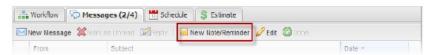
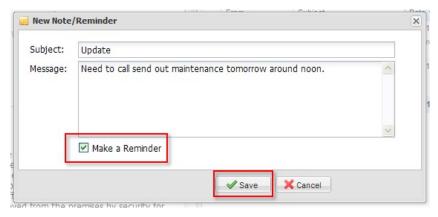
Creating a New Reminder

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



- 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.



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

