Editing a Reminder

1. To edit a reminder, select the reminder you want to modify and click **Edit**. The Edit Note/Reminder popup window will be displayed.

		sages (2/4) 🛗 Schedule 💲 Estimate		
	lew Message 🛷 🖽	k as Read 📝 Reply 🛛 🚾 New Note/Reminder 🥜 Edit 🚱 Done		
	From	Subject	Date 💌	
53	Paul Lorentz	Re: RE: 1027708 in Building Hillview Towers I TRW0	May 27 at 1:27 pm	
	To: John Smythe	Ok, thanks Original Message Thermostat needs to be replaced.		
	Paul Lorentz	Call tenant	May 27 at 12:56 pm	
		Call the tenant tomorrow morning at 9:30 AM and let him know thermos	stat will be replaced.	
7	Paul Lorentz	HVAC issues	May 27 at 12:50 pm	
		Need to look at the number of HVAC-related issues and trending.		
-	John Smythe	RE: 1027708 in Building Hillview Towers I TRWO	May 27 at 12:48 pm	

- 2. In the Edit Note/Reminder window, modify the **Subject** and **Message** field as needed.
- If you would like to convert the reminder into a note, remove the checkmark beside Make a Reminder. See <u>Using Notes</u> for more information.
- 4. Click Save to save your changes.

Subject:	Review for non-compliance		
Message:	Review existing documents to ensure all policies are compliant.	~	
	Make a Reminder	>	