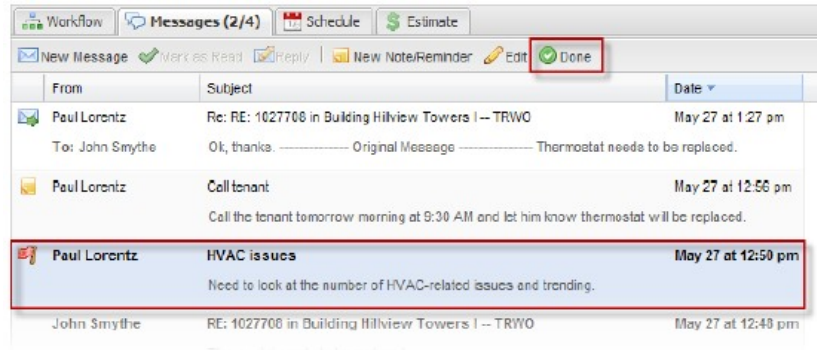


Dismissing a Reminder

If the reminder is no longer needed, you can dismiss the reminder. Dismissing a reminder converts it into a note, which is no longer displayed in bold text and will only be displayed within the Messages tab of the work order it is associated with (i.e. it will no longer be displayed in the Messages list).

To dismiss a reminder, select the reminder from the list and click **Done**. Your reminder has now been converted into a note.



The screenshot shows a software interface with a top navigation bar containing 'Workflow', 'Messages (2/4)', 'Schedule', and 'Estimate'. Below this is a toolbar with buttons for 'New Message', 'Mark as Read', 'Reply', 'New Note/Reminder', 'Edit', and 'Done'. The 'Done' button is highlighted with a red box. Below the toolbar is a table of messages with columns for 'From', 'Subject', and 'Date'. The table contains four rows of messages. The third row, from Paul Lorentz with the subject 'HVAC issues', is highlighted with a red box. The text of this message is 'Need to look at the number of HVAC-related issues and trending.' The other messages are from Paul Lorentz and John Smythe, with subjects related to '1027706 in Building Hillview Towers I - TRWO' and 'Call tenant'.

From	Subject	Date
Paul Lorentz	Re: RE: 1027706 in Building Hillview Towers I - TRWO	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
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: 1027706 in Building Hillview Towers I - TRWO	May 27 at 12:48 pm