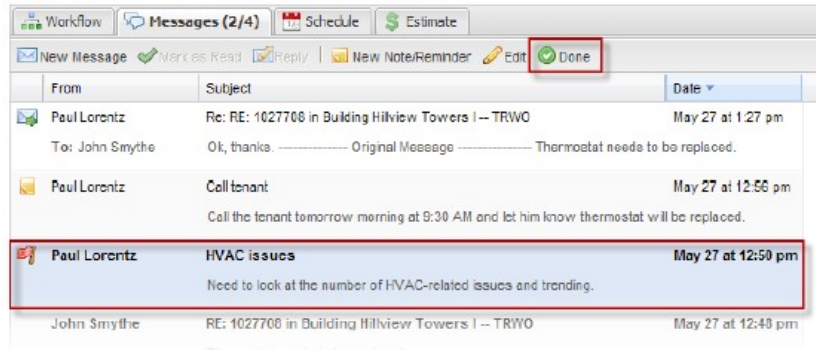


Dismissing a Reminder

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, with subject 'HVAC issues', is highlighted with a red box. The 'Done' button and the 'HVAC issues' row are the primary focus of the image.

From	Subject	Date
Paul Lorentz To: John Smythe	Re: RE: 1027706 in Building Hillview Towers I – TRWO Ok, thanks. ----- Original Message ----- Thermostat needs to be replaced.	May 27 at 1:27 pm
Paul Lorentz	Call tenant Call the tenant tomorrow morning at 9:30 AM and let him know thermostat will be replaced.	May 27 at 12:56 pm
Paul Lorentz	HVAC issues Need to look at the number of HVAC-related issues and trending.	May 27 at 12:50 pm
John Smythe	RE: 1027706 in Building Hillview Towers I – TRWO	May 27 at 12:48 pm