Ticklers

Control Panel > Document Library > Edit the Desired File > Ticklers Tab

Ticklers:

Ticklers send an email notification to the desired user(s) when the tickler date hits. This is helpful in the event where a document needs to be updated or removed on a certain defined date.

Note:

- Ticklers can only be added to a file and cannot be added to a folder.
- Ticklers must be added after the file has been uploaded. They cannot be added upon initial upload.

Adding a Tickler:

- 1. Go to Control Panel > Document Library.
- 2. Locate and click on Edit for the desired file.
- 3. Click on the Ticklers tab.
- 4. Click Add on the top right.
- 5. Fill in the Title, Description, and Tickler Date.
- 6. Under **Users**, add the desired users who need to receive these email notifications using the right arrow.

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7. Click on Submit.

Editing a Tickler:

- 1. Go to Control Panel > Document Library.
- 2. Locate and click on Edit for the desired file.
- 3. Click on the Ticklers tab.
- 4. Click Edit for the desired tickler.

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5. Make the desired changes and click on Submit.

Deleting a Tickler:

- 1. Go to Control Panel > Document Library.
- 2. Locate and click on Edit for the desired file.
- 3. Click on the **Ticklers** tab.
- 4. Select the desired ticklers using the checkboxes.
- 5. Click **Remove** on the top right.

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Note:

• The **Delete** button on the bottom of the screen will delete the entire document from the Document Library. Do not use this button to delete a tickler and use the **Remove** link instead.