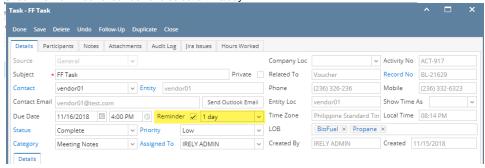
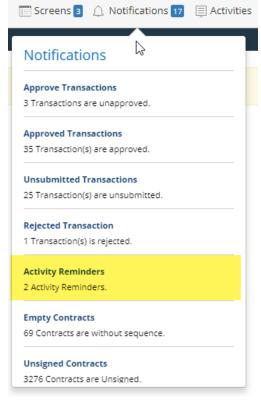
Activities - Reminder

The Activity Reminder when enabled will send a notification the assigned user before the date/time configured in the activity.

- 1. To enable the reminder, open an existing activity Event or Task
- 2. Check the Reminder check box and select a time/day



- 3. Save
- 4. An Activity Reminder notification will show once the time/day comes, click on it to open the Activity Reminder screen



- 5. To open the activity, select the activity then the $\mbox{\bf Open}$ button
- 6. To dismiss and not show the activity, select the activity then the Dismiss button