

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

The screenshot shows a web application window titled 'Task - FF Task'. It has a menu bar with 'Done', 'Save', 'Delete', 'Undo', 'Follow-Up', 'Duplicate', and 'Close'. Below the menu bar are tabs: 'Details', 'Participants', 'Notes', 'Attachments', 'Audit Log', 'Jira Issues', and 'Hours Worked'. The 'Details' tab is active. The form contains various fields: 'Source' (General), 'Subject' (FF Task), 'Contact' (vendor01), 'Contact Email' (vendor01@test.com), 'Due Date' (11/16/2018, 4:00 PM), 'Status' (Complete), 'Priority' (Low), 'Category' (Meeting Notes), 'Company Loc', 'Activity No' (ACT-917), 'Voucher' (BL-21629), 'Record No' (BL-21629), 'Phone' ((236) 326-236), 'Mobile' ((236) 332-6323), 'Entity Loc' (vendor01), 'Show Time As', 'Time Zone' (Philippine Standard Tin), 'Local Time' (08:14 PM), 'LOB' (BioFuel, Propane), 'Created By' (IRELY ADMIN), and 'Created' (11/15/2018). The 'Reminder' checkbox is checked, and '1 day' is selected in the dropdown menu.

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

The screenshot shows a notifications dropdown menu. At the top, there are three icons: 'Screens' with a count of 3, 'Notifications' with a count of 17, and 'Activities'. The 'Notifications' section is expanded, showing a list of notifications: 'Approve Transactions' (3 Transactions are unapproved), 'Approved Transactions' (35 Transaction(s) are approved), 'Unsubmitted Transactions' (25 Transaction(s) are unsubmitted), 'Rejected Transaction' (1 Transaction(s) is rejected), 'Activity Reminders' (2 Activity Reminders), 'Empty Contracts' (69 Contracts are without sequence), and 'Unsigned Contracts' (3276 Contracts are Unsigned). The 'Activity Reminders' notification is highlighted in yellow.

5. To open the activity, select the activity then the **Open** button
6. To dismiss and not show the activity, select the activity then the **Dismiss** button