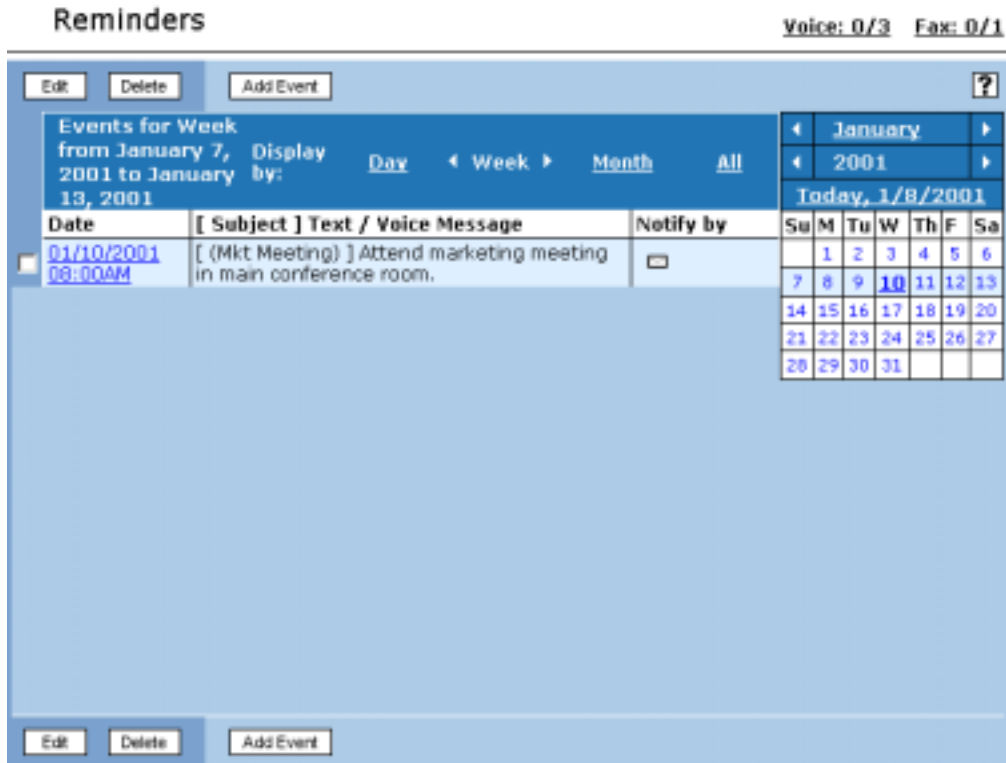


13 Reminders

The Reminders feature works like a “tickler file” that helps you keep track of important dates and events. This feature automatically reminds you of these events by the notification method you select.

The Reminders Screen



Reminders Main Screen

Reminders Screen Features:

- **Edit** Button—use to review and edit a selected reminder.
- **Delete** Button—use to delete a reminder no longer needed.
- **Add Event** Button—opens the **Create Event** screen for adding a new reminder.
- **Reminder Display**—this section displays the date, time, subject, and text/voice message of your reminders for a selected time period, and notification method selected for each reminder.
- **Calendar Window**—the current week’s calendar is the default setting for this display. Each date on the calendar, when clicked on, will display that week’s stored reminders.

← January →						
← 2001 →						
Today, 1/8/2001						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	<u>10</u>	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Calendar Window

Using the Reminders Screen

Use this screen to view your appointments and reminders for a specific calendar date.

Displaying/Viewing Reminders



⇒ The following instructions demonstrate how to use the Reminders main screen.

- To display reminders for a specific date, click on the **Day** link. This highlights the current date on the calendar. The display will show the date, reminder message, and method of notification for each reminder for the current date.
- To select a different date, click on that date in the calendar. (Dates that have reminders will be underlined.)
- To display reminders for the week in which the selected date appears, click on **Week**.
- To display reminders for an entire month displayed in the calendar, click on **Month**.
- To display all your reminders, click on the **All** link.
- To edit a reminder, click on the reminder's checkbox and then click on the **Edit** button. The **View/Reschedule an Event** Screen opens and displays the selected dates.
- To delete the reminder you are viewing, click on the reminder's checkbox and then click on the **Delete** button.

6. If you want your recurring reminder to continue repeating, drop down to the **Continue Repeating** options and make your selection.
7. Type in the text of your reminder in the **Reminder Text** field. (**Note:** this is what CommuniKate will read to you for your reminder if you select Phone for your notification method.)
8. Choose one or more methods you want to use to be notified by clicking on the appropriate checkbox.
9. After you are finished adding your reminder, click on **Save** to keep the reminder, or the **Back** button to discard it and return to the **Reminders** screen.

Editing a Reminder

Voice: 0/5 Fax: 2/5

Edit Event

Save Back Delete

View/Re-schedule an event

Subject: Pub Meeting Repeat Reminder: Do not repeat
 Repeat: Daily

Date: Jan 07 2001

Time: 05 : 20 PM

Event Duration: 0 hours 0 minutes

Continue Repeating: Always
 Until: Jan 01 2001

Advance Notice: Notify me 0 min early

Notification Method: Pager
 E-Mail
 Phone

Text: Attend publications meeting in main conference room.

Save Back Delete

January						
2001						
Today, 1/2/2001						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

View/Re-Schedule an Event Screen

This screen enables you to revise the reminder text or any of its settings. You may also delete the reminder you are editing.

⇒ To edit a reminder:

1. From the Reminders main screen, select a reminder for editing by clicking on its checkbox and then click on the **Edit** button. (Or you may single-click on the link on the reminder's **Date** column.) This opens the **View/Re-schedule an Event** Screen.

2. Make whatever changes you want. You may adjust any of the settings or revise the reminder text in the **Reminder Text**.
3. After you are finished, click on **Save** to keep the changes, or click on the **Back** button to discard your reminder edits.

To delete the reminder you are viewing in this screen, click on the **Delete** button. This will permanently remove the reminder and return you to the Reminders main screen.

Editing a Recurring Reminder



Edit Reminder Screen

You will want to use this feature especially when the time for a recurring event must temporarily change. When editing a recurring reminder, the procedure is the same for a non-recurring reminder except that you have available the two additional options: (1) “Apply changes to all dates for this reminder”; and (2) “Apply changes to this date (reminders date and time) only.”

⇒ To edit a recurring reminder, follow these steps:

1. Select the recurring reminder you want to edit by clicking on its checkbox, and then click on the **Edit** button. This opens the **Edit Reminder** screen containing the setting for your selected recurring reminder. (You may also open the **Edit Reminder** screen by clicking on the reminder’s **Date** column.)
2. Make your setting change. (If this completes your reminder edit, then click on the **Save** button to return the **Reminders** main screen.)

3. Click in the **Edit** button. This opens the **View/Re-schedule an Event** Screen. (See “Editing a Reminders” instructions above for using the **View/Re-schedule an Event** Screen.)
4. Make whatever changes you want. You may adjust any of the settings or revise the reminder text in the **Reminder Text**.

After you are finished, click on **Save** to keep the changes, or click on the **Back** button to discard your edits.