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## **Manage Reminders**

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## Manage Reminders

### Set Up a reminder

- (1) Enter the time and date of the reminder
- (2) Select recurrence
- (3) Select staff member
- (4) Enter details of the reminder
- (5) Click the add button

The reminder will appear in the Reminders Set Up list and also in the In Tray when due.



Reminder	AssignedTo
Due at 05/02/2009 at 09:00 every Week Carry Out Rent Chasing	Training7 Training Branch Branch
Due at 02/02/2009 at 09:00 every Week Check all certificates Due	Jamie Amos Training Branch Branch
Due at 30/01/2009 at 15:25 every Week Review Tenancy End Dates	Training4 Training Branch Branch

### Deleting reminders

To delete a reminder, click on the delete button next to the reminder.

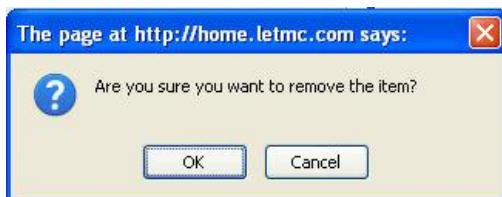


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If the reminder cannot be deleted you will see a message and reason for non-deletion. If you want to stop the reminder open it up using the edit key and reset the occurrence to "Remind Only Once". This will put the reminder into your InTray once more and then it will stop.



If the reminder has not been scheduled then a confirmation box will appear asking if you are sure you want to delete the reminder. Click on OK and the reminder will be removed.



## Editing Reminders

Select the edit button to enter the editing screen.

**REMEMINDERS SETUP FOR ALL TRAINING BRANCH BRANCH STAFF (LAST 7 DAYS)**

Reminders for:  Show Reminder older than 7 days?

Show Reminders Not Assigned to Staff

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Due at 05:02:2009 at 09:00 every Week Carry Out Rent Chasing	<b>Training7</b> Training Branch Branch
Due at 02:02:2009 at 09:00 every Week Check all certificates Due	<b>Jamie Amos</b> Training Branch Branch
Due at 30:01:2009 at 15:25 every Week Review Tenancy End Dates	<b>Training4</b> Training Branch Branch

From here you can change:

- Time and date
- Frequency
- Staff member
- And Content

**TIME**

Due At: 08:30 30 September 2008

Frequency: Month

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**DETAILS**

Staff:

Content:

Past reminders are also shown in the list but no amendments can be made nor can they be deleted





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