

Setting Reminders

Summary:

Reminder Options

Problem / Goal:

Setting up Reminders in Gradience

Solution:

One Time Reminder

1. In the **Employee Select** area, highlight the appropriate employee.
2. Select the employee that the reminder is about. Click **Reminders**. When the window opens, click **New**.
3. Check **One Time Reminder**, enter a reminder **Title**, the **Date**,
4. Check **Assign to all selected (checked) employees**.
5. Select the appropriate **User** (the one to be reminded) from the drop-down menu.
6. In the **Description** window, enter any details pertaining to the reminder.
7. Click **Save**.

Recurring Reminder

1. In the **Employee Select** area, highlight the appropriate employee.
2. Select the employee that the reminder is about. Click **Reminders**. When the window opens, click **New**.
3. Check **Recurring Reminder**, In the **Type** field select the appropriate reason from the drop-down menu.
4. Enter the appropriate **Through Date**.
5. in the **Remind** field, use the up or down arrows to enter the number of days ahead of the event that you wish to be reminded.
6. Select the appropriate **User** (the one to be reminded) from the drop-down menu.
7. In the **Description** window, enter any details pertaining to the reminder.
8. Click **Save**.

Note: Once you have created a reminder it will appear when you first open the program on the reminder date. It will continue to appear until you click **Resolve**.

Document URL:

Document for: Internal
 Public

Knowledgebase ID:

Published: 30-Dec-09
Updated: 14-Apr-10
Product: Gradience
Professional/Enterprise

Product Version(s): 10, 11

Categories: