

Set Reminders for All Anniversaries

Summary:

Creating a Global Anniversary Reminders

Problem / Goal:

Setting up Reminders for Anniversary

Solution:

1. Click **Reminders** on the left side of the screen.
2. Under the **Employee Select** heading click **Browse** and then click the red check mark to select all employees.
3. Under the **Reminders** heading, click **New**.
4. Move to roughly the center of the screen and check **Recurring Reminder**.
5. In the **Type** field, select **Anniversary**.
6. In the Through Date field, enter a date equal to or later than the last anniversary of the year. If you want this to occur for several years, enter the year accordingly.
7. Set it to **Remind 0 Day(s) before the event**.
8. Under **User**, enter the person to be reminded. An entry of **Global** would remind everyone who uses this program.
9. Under **Description** you may enter details about the reminder or paste a saved file.
10. Click **Save**.

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