

# Alarms and Reminders

Last Modified on 02/14/2018 11:17 am EST

## Overview

We all forget from time to time. Not to worry though, in Order Time you can set *Alarms* for both Tasks and Events which will Remind your users as the time approaches.

## Alarms

An Alarm is a time span that you set on activity for example 15 minutes. When creating an activity simply check the Alarm check box and set the time span for the Alarm.

The screenshot displays the 'Add / Edit Task' dialog box. The 'Alarm' checkbox is checked, and the dropdown menu is set to '15 Minutes'. A red arrow points to this dropdown. The background shows a 'Sales Order - 2' form with a 'Summary' section containing financial data:

Summary Revision : 1	
Subtotal	6,000.00
Ship Amount	0.00
Discount \$	-0.00
Taxes	0.00
Total Amount	6,000.00



You can defaults for Alerts in Company Preferences .

## Reminders

When a 15 minute Reminder is set on an activity, the user will see a pop up screen 15 minutes before the Due Date of a Task or the Start Date on an Event.

Reminders - ☰ ✕

<input type="checkbox"/>	SUBJECT	DESCRIPTION	RELATED TO ENTITY	DUE DATE ▾	REMINDER
<input type="checkbox"/>	Auto Parts Delivery	Customer Ian Smith- Has scheduled a delivery of 50 auto parts to his warehouse. Rafael to ensure that product is packed and ready to ship.		7/14/2017 09:00 AM	28 Min

Dismiss Dismiss All 5 Minutes ▾ Snooze

- Dismissing the Activity removes the Alarm and will be removed from the reminder list.
- Snoozing the Activity resets the Alarm starting from the current time.