Alarms and Reminders

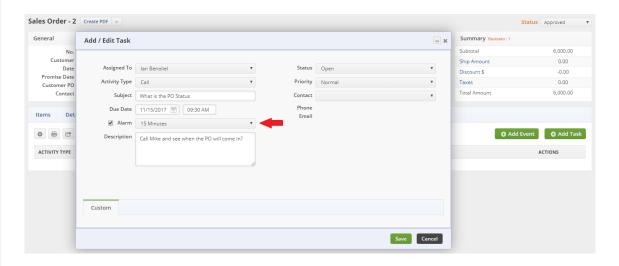
Last Modified on 02/14/2018 11:17 am EST

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.

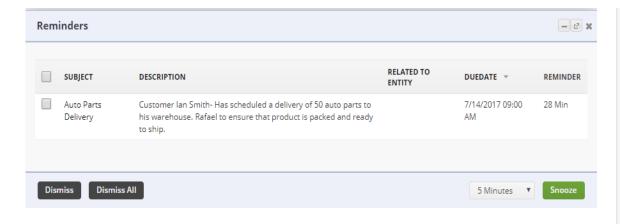




You can defaults for Alerts in Company Preferences .

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.



- 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.