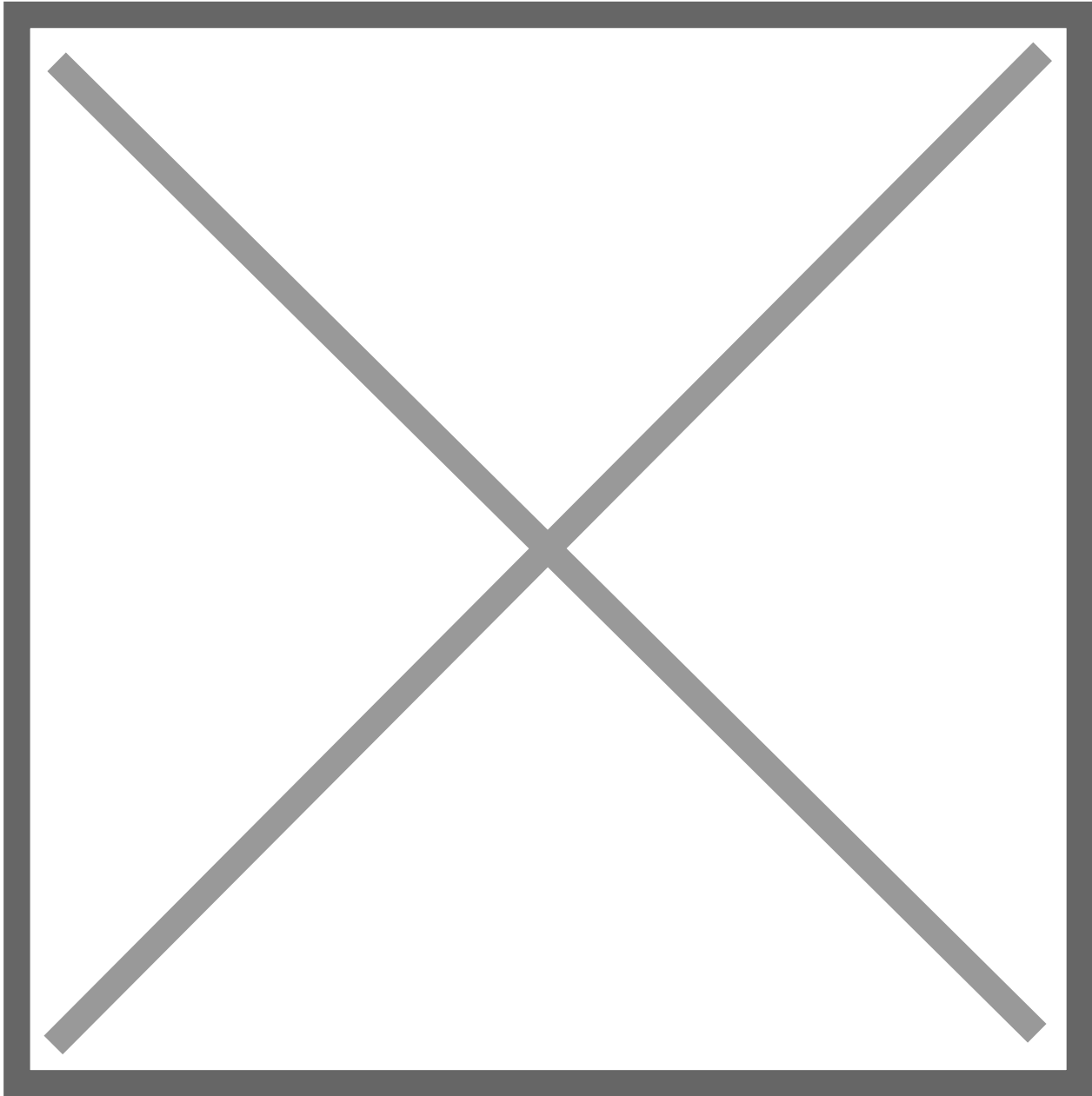


# Reminder Search Help



It helps one to create a reminder of something, works like an alarm. It allows a user to search according to preference.

If the search tab items are left blank, the system will pull out all the all the reminders on the system

Search Tab

User - search by entering the user name

Reference – search by reference

Description – search by description

Date From – search by selecting the date and the system will pull out the reminders according the date selected

Document Type – select the document type of a reminder from the drop down arrow

Document Number – search by entering the document number

Interaction Type – select the interaction type from the drop down arrow

Date To – Select the date to

Show Completed – if the box is ticked, then the system searches only completed reminders

Search Results Tab shows a list of the reminders searched according the preference

Standard Tab

Insert button – to insert the reminder

Amend button – allows changes on the reminder

Complete button – to complete the reminder

Print Grid button – to print reminder report

Print Summary button – to print reminder summary report

View Doc Detail button – to view reminder details

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