



Under “Services” the “Reminder” option is displayed Click on “Create”

The screenshot shows a software interface with a top navigation bar containing 'SERVICES' and 'TASKS'. Below this is a 'Reminders' section with a 'Create' button highlighted by a blue arrow. To the left of the 'Create' button are 'View List' and 'Show All' options. Below the navigation bar is a search area with 'Person' and 'Facility' tabs and 'Search' and 'Clear' buttons. The main area displays 'Search Results' for 'Voyance, Clare' with an 'EMT' license. The table below shows the following data:

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Voyance, Clare EMT	5555 Auburn Blvd Sacramento CA 95841 5555 Auburn Blvd Sacramento CA 95841		E108473		Active

Set the due date and enter a description

The screenshot shows the 'New Reminder for License #E108473' form. The 'Due Date' is set to 03/06/2015. The 'Status' is 'Active'. The 'Created By' is 'Test EMT'. The 'Work in Progress?' checkbox is checked. The 'Description' field is empty. At the bottom, the 'Save' button is highlighted with a blue arrow.

Click “Save” after entering the due date and description

The screenshot shows the 'New Reminder for License #E108473' form with updated values. The 'Due Date' is now 03/07/2015. The 'Lead Days' is set to 2. The 'Critical Days' is set to 1. The 'Description' field now contains the text: 'Return call to Clare regarding certification status.'

The screenshot shows a 'Confirmation Message' dialog box with the text: 'Reminder has been created successfully' and an 'OK' button.

Click the OK tab.

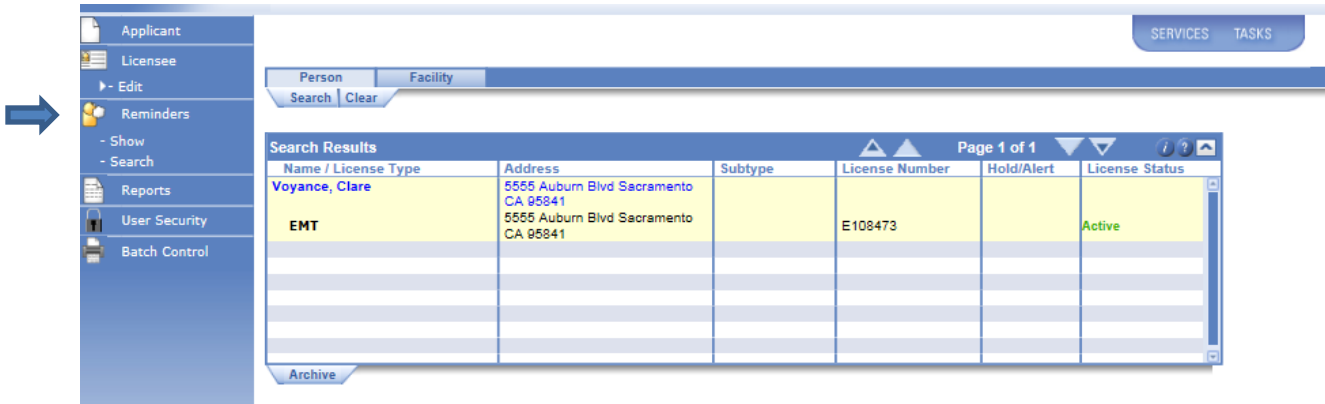
Your reminder is now active.

Reminders will be displayed upon each individual login to the central registry.

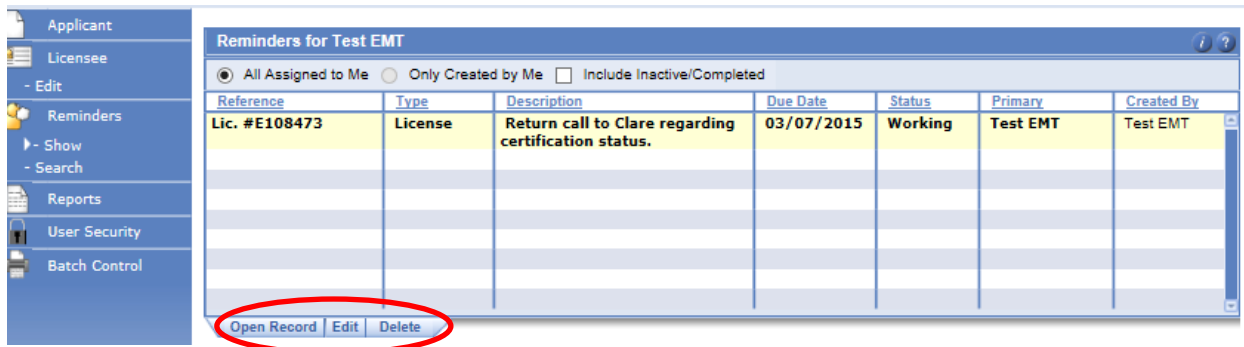
You can also use the following process to view or search for reminders:

### Viewing Reminders:

Click on the Reminders option to access the “Show” and “Search” functions.



Click on “Show” to view reminders



Click on option tab of choice to work with your reminder.