Subject: Using the Reminder Function	**Number: 650-53**
Effective Date: 11/25/2020	

PURPOSE:
To assist in case management, reminders may be set to ensure timely follow-up.

GUIDANCE:
Central Registry authorized users and EMSA staff may place a reminder on an individual EMT certificate record as needed to manage deadlines and to follow up on outstanding or ongoing tasks.
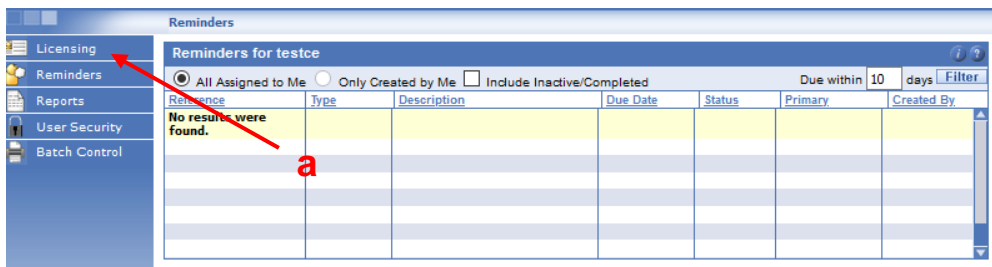
Suggested uses:
1. Investigation deadlines
2. Probation monitoring and status change
3. Returning calls
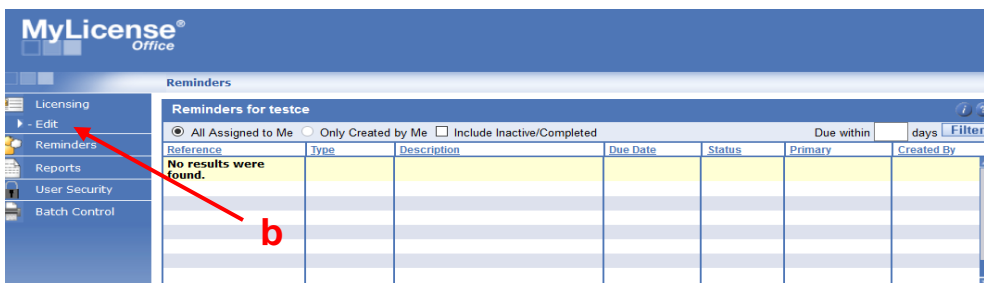4. Pending certifications (i.e. pending receipt of DOJ or FBI background reports)

PROCEDURE:

Creating Reminders

1. Once you are logged into MLO, click on the Licensing module (a) to see the Edit option.

In the left column of the Central Registry under Licensing, click > Edit (b).

For questions or support, send an email request to mlohelpdesk@emsa.ca.gov using the MLO Helpdesk Keywords.

1

Subject: Using the Reminder Function	Number: 650-53
Effective Date: 11/13/2020 DRAFT for v4.13	

2. Select the EMT, AEMT or applicant profile to open the record.

3. Once the record is open, click on the **Reminders** drop down on the top right and click *Create* from the dropdown list (a).

4. Set the due date and enter a description in the highlighted fields below:

For questions or support, send an email request to mlohelpdesk@emsa.ca.gov using the MLO Helpdesk Keywords.

2

Subject: Using the Reminder Function	Number: 650-53
Effective Date: 11/13/2020 DRAFT for v4.13	

5. Click "Save" after entering the due date and description

6. Click the OK tab.

7. Your reminder is now active. The next screen will display your reminder and give you the option to Add, Edit or Complete the Reminder. Click Back to return to the EMT/AEMT record.

For questions or support, send an email request to mlohelpdesk@emsa.ca.gov using the MLO Helpdesk Keywords.

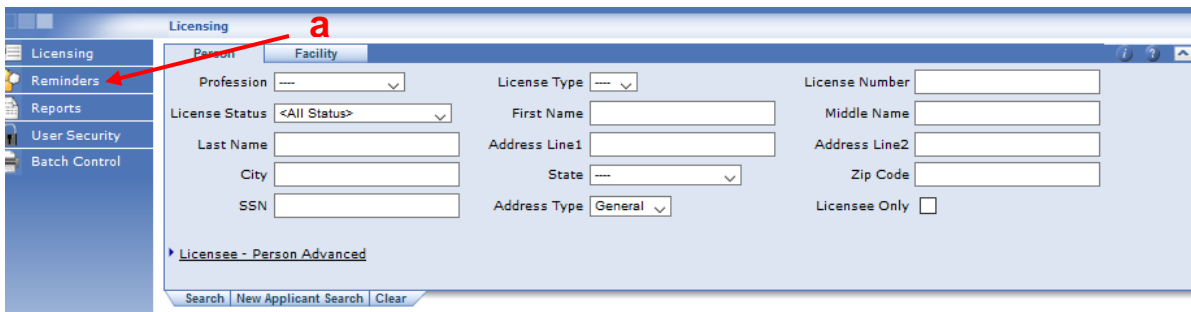| Subject: Using the Reminder Function	Number: 650-53
Effective Date: 11/13/2020 DRAFT for v4.13	

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

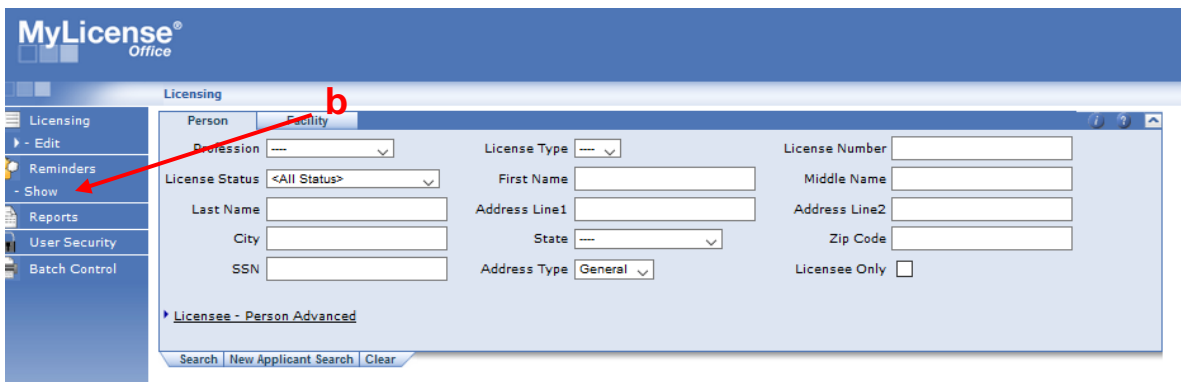You can also use the following process to view or search for reminders.

Viewing Reminders:

1. Click on the Reminders option (a) in the left column to access the *Show* function.
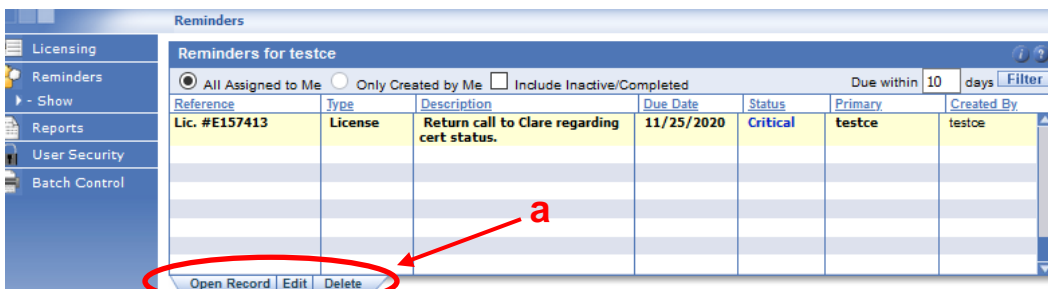

Click on *Show* to view reminders (b)

2. Click on option tab of choice to work with your reminder(s) (a).