

# TIPS & TRICKS 3



## Reminders



The **Reminders** button can be found on the 'Special' tab (or from the 'Special' drop-down menu) and allows you to create notes for users when they log in.

The Reminders window displays in table form. Standard functionality such as double-clicking to open and column ordering by clicking on title apply.

The Reminders window always opens displaying reminders which are **Incomplete** and **Assigned to me**, but other filter options are available using the top drop-down boxes:

**Show:** All, Completed, & Incomplete

**Reminders:** Assigned to me, & Created by me

Done	Due date	Repeats	Assigned to	Created by	Message	Completed date
<input type="checkbox"/>	11/01/21	<input type="checkbox"/>	Admin	Admin	Reminder: stocktake at the central warehouse.	
<input type="checkbox"/>	31/01/21	<input type="checkbox"/>	Admin	Admin	Please prepare supplies for vaccine visit as per INV096 today Time sheet due	

**Message:** The text of the reminder message.

**Colour:** You can select one of eight colours for the message display. This allows you to distinguish between messages – e.g. red for urgent action required.

**Assigned to:** By default you create reminders for yourself, but you can also create them for other users.

**Reminder Date:** The due date of the task.

Or if you tick **Repeats automatically**, you will be shown options for repeating reminders:

- **Start reminder on or after:** the first date for the reminder
- **Every X Days/Weeks/Months on X:** For example, here we want the stocktake reminder to be displayed every six months on the first of the month
- **Preview dates:** displays the days that the reminder will be displayed so you can check they are correct

Once the message has been read (and actioned) the user can open the reminder and click **Complete**. The reminder will be saved with the date of completion. Completed tasks can be viewed using the drop-down filters (as above).

**Do not use reminders if you are you trying to contact mSupply support.  
We do not log in to your system unless requested to do so.  
Please continue to contact [support@msupply.org.nz](mailto:support@msupply.org.nz) for all support issues.**