

Lesson 5. How to Set Reminder

Reminder notifies users about things they plan to do at a certain date and time. VIP Quality Software allows you to SET, POSTPONE and CLEAR REMINDER for getting notifications by email, sound or desktop message.

Set Reminder

You can set reminder while creating or editing a task.

The 'Create Task' dialog box is shown with the 'Reminder' tab selected. The 'Task' field contains 'Buy VIP Quality Software product'. The 'Priority' is set to 'Normal' and the 'Category' is 'this week'. The 'Status' is 'Created' and 'Complete%' is 0. The 'Estimated time' and 'Actual time' are both 0 minutes. The 'Due date' is set to 'Once' on '6/29/2006' at '13:25:14'. There are 'Ok' and 'Cancel' buttons at the bottom.

Select Reminder tab

The 'Create Task' dialog box is shown with the 'Reminder' checkbox checked. The 'At' radio button is selected, with the date set to '8/3/2006' and the time to '11:08'. The 'Before' radio button is unselected. The 'Sound' and 'E-Mail' fields are empty. There are 'Ok' and 'Cancel' buttons at the bottom.

Check Reminder box

If you want to be reminded at a certain task you should select a date and time when radio button is selected.

The 'Create Task' dialog box is shown with the 'Reminder' checkbox checked and the 'At' radio button selected. A date picker calendar is open, showing the month of June 2006. The date '29' is highlighted. The time is set to '13:25'. There are 'Today' and 'Clear' buttons at the bottom of the calendar. There are 'Ok' and 'Cancel' buttons at the bottom of the dialog.

Select a date from drop-down calendar

The 'Create Task' dialog box is shown with the 'Reminder' checkbox checked and the 'At' radio button selected. The date is '6/29/2006' and the time is '10:25'. The time field is being edited. There are 'Ok' and 'Cancel' buttons at the bottom.

Enter or reset the time

If you want to be reminded at a certain period before task's due date you should select 'BEFORE' radio button.

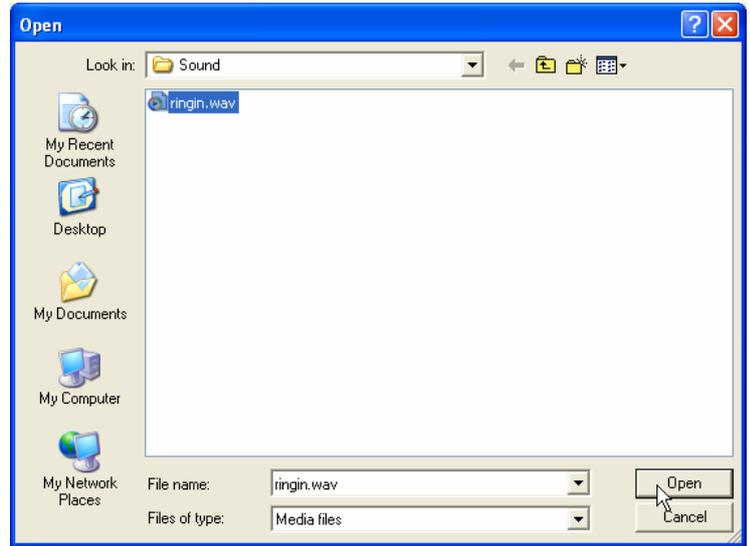
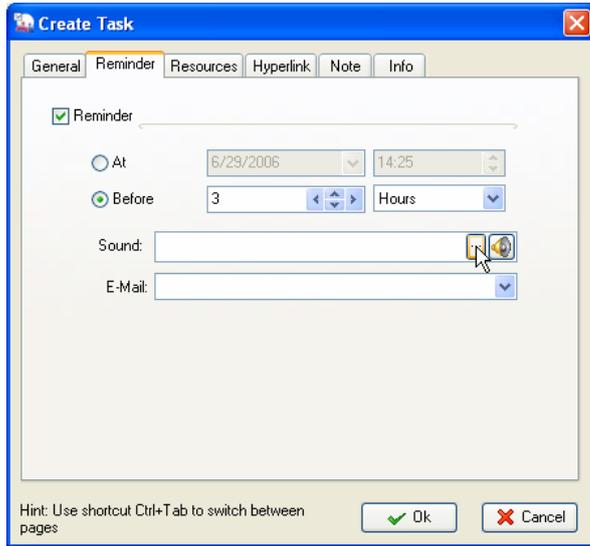
The 'Create Task' dialog box is shown with the 'Reminder' checkbox checked and the 'Before' radio button selected. The date is '6/29/2006' and the time is '14:25'. The 'Before' field is set to '1' and the unit is 'Minutes'. A dropdown menu is open, showing options for 'Minutes', 'Hours', 'Days', and 'Weeks'. There are 'Ok' and 'Cancel' buttons at the bottom.

Select time period

The 'Create Task' dialog box is shown with the 'Reminder' checkbox checked and the 'Before' radio button selected. The date is '6/29/2006' and the time is '14:25'. The 'Before' field is set to '3' and the unit is 'Hours'. There are 'Ok' and 'Cancel' buttons at the bottom.

Set time interval

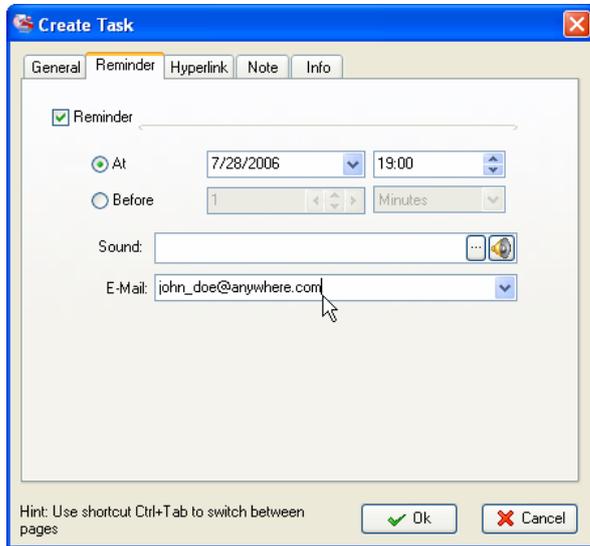
You have set reminder to receive a desktop message. If you want the program to play a sound or your favorite song as alarm, you should select the music file from its location.



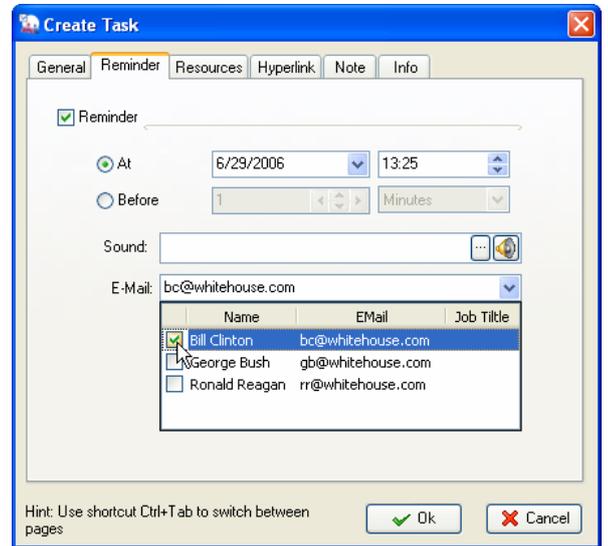
Click on the button to find a music file

*Select a file and click on **Open** button*

If you use **VIP Simple To Do List** or **VIP Organizer**, you should enter emails, while in **VIP Team To Do List** you can select them from Resource drop down list. Don't forget to set **SMTP** (Tools -> Options) beforehand.



OR

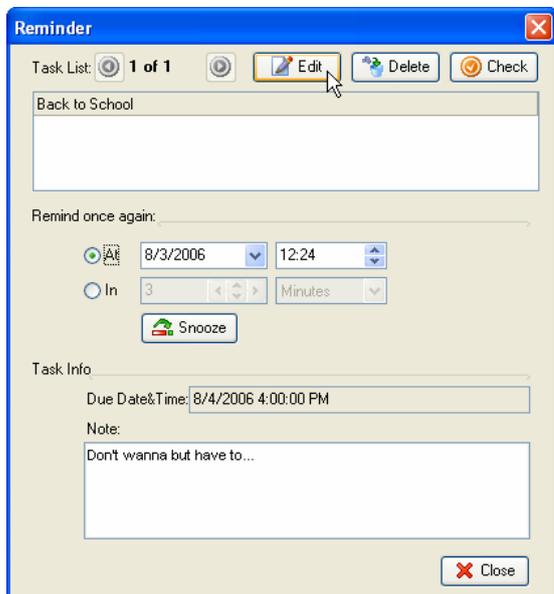


Enter Emails

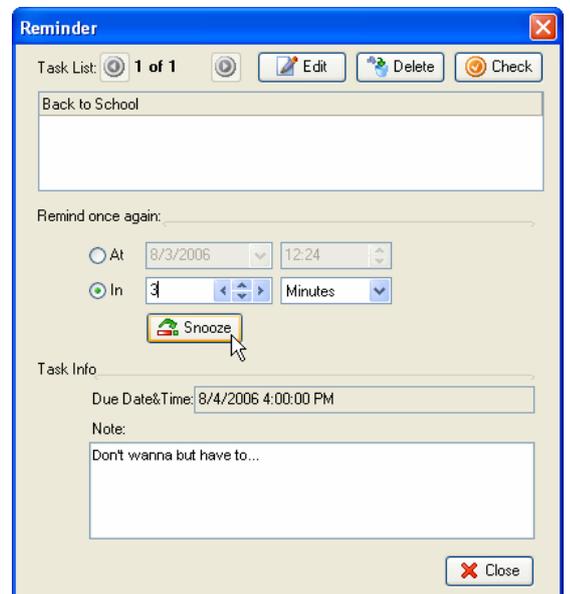
Select Resources and Emails

Postpone and Clear Reminder

Popup desktop message shows the task info and allows you to edit, delete and check the task within Reminder window. You can postpone the alarm for a certain time period by **Snooze** or clear the reminder by **Close** button.



*Click on **Edit**, **Delete** or **Check** button*



*Select time period and click on **Snooze***