

Alerts, Reminders and Watches

This is the selected Staff. Change it by clicking the dropdown or select multiple staff by clicking the lookup.

Reminder means the item will occur in the number of days shown in the day column.

Alert means that the item was created with a special Alert notification. Right click to "Accept Alert" which will remove the Alert and allow the Reminders to appear when scheduled.

Actual means the items is occurring today, or was created on the focus date. It might also indicate an overdue To Do.

This column displays the days until the item must take place, or a negative number if overdue.

Click Options in the upper right to change the fields displayed for each record type or set parameters for Inactivity Watches.

Toolbar options allow you to Add, Change or Delete records, mark them Done, Accept Alerts, perform searches or print a report.

Toggle the display of different record types here.

Gray lines separate record types.

| Type | Date | Time | Days | Description |
|--|-----------|---------|------|---|
| Event | | | | |
| <input type="checkbox"/> Actual | 8/21/2006 | 9:00am | | CONF - Case Management Conference - Molina v. United Builders |
| <input type="checkbox"/> Actual | 8/21/2006 | 11:00am | | DEPO - Deposition - Reed v. Automated Machine |
| <input type="checkbox"/> Reminder | 8/22/2006 | 3:00pm | 1 | MTNG - Meeting - Reed v. Automated Machine |
| <input type="checkbox"/> Alert | 8/21/2007 | 1:30pm | 365 | MTNG - Meet with Jeremy Baird - investigator - Able v. State of Florida |
| ToDo's | | | | |
| <input checked="" type="checkbox"/> Actual | 8/21/2006 | » | -3 | LETT - Client Wrap-up Letter & Docs - Brubaker Bankruptcy |
| <input checked="" type="checkbox"/> Actual | 8/21/2006 | | 3 | LETT - Send Documents to Client - Brubaker Bankruptcy |
| Custom | | | | |
| -- No Records -- | | | | |
| Notes | | | | |
| <input type="checkbox"/> Actual | 8/21/2006 | 10:20am | | CMNT - Comments on Case - Able v. State of Florida |
| Docs | | | | |
| <input type="checkbox"/> Actual | 8/21/2006 | 5:11pm | | CORR - Able Interrog Letter - Able v. State of Florida |
| Phone | | | | |
| -- No Records -- | | | | |
| Email | | | | |
| -- No Records -- | | | | |
| Mail | | | | |