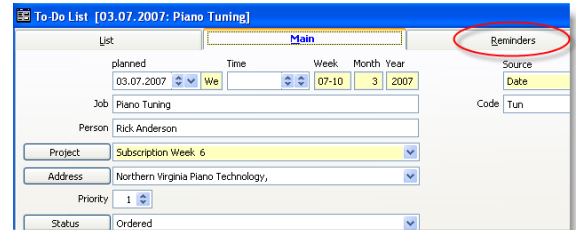


Reminders


Reminders in OPAS are linked to To-Do List items. They allow you to send notices to any number of other OPAS users (including yourself) regarding any item(s) on any To-Do List screen.

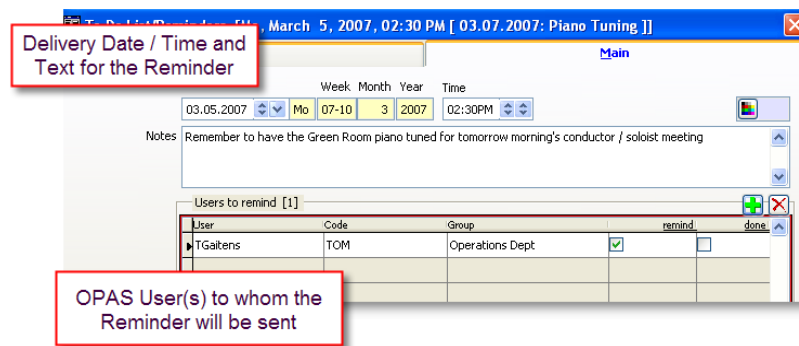
Creating a Reminder

Any **To-Do List** item can be associated with a Reminder using the **Reminders** tab to the right of the **Main** To-Do item.




A single item on the To-Do List screen can have any number of different Reminders. Each of those Reminders can in turn be sent to any number of different people.

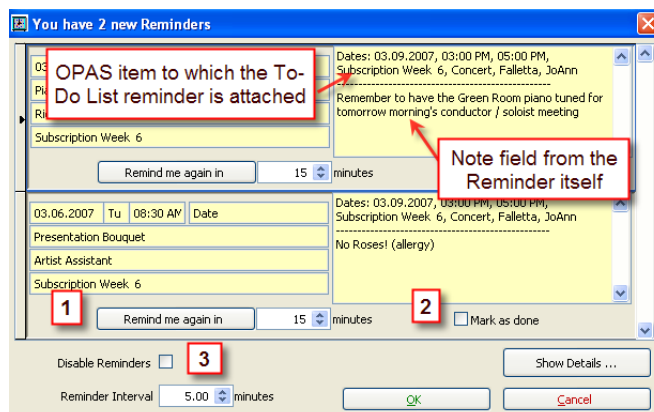
Click the Add New  icon at the top right of the grid to **create a new Reminder**. The Date and time of the Reminder's *delivery* are set at the top of the screen, along with any note you'd like to include with the basic information from the To-Do List item. The **Note** becomes the basic content of the notice or reminder:



The bottom grid contains the OPAS User(s) to whom the Reminder will be sent at the appointed Date and Time.

Click the Add New  icon to display a list of OPAS users in the system and add as many as you require to the grid.

Receiving a Reminder



If you are the person to whom a Reminder has been sent, OPAS will automatically display the reminder(s) at the appointed date and time. If there is more than one Reminder, they will appear in chronological order:

The Reminder Pop-Up will have the OPAS Record to which the To-Do List item and Reminder has been attached (upper right) and the **Note** typed as part of the reminder itself.

Upon receiving the reminder you can:

1. Indicate when you'd next like this specific reminder to pop-up
2. Mark the item as Done – this specific reminder will be marked as finished and no longer pop-up
3. Disable *all* Reminders and/or change the interval at which *all* Reminders are shown

Click the Green **OK** after selecting any of these options to save the setting and exit

In addition, click the **Show Details** button to open the Reminder(s) in a separate window. The **List** (left-most) tab will display the basic information about each Reminder sent to you, and the To-Do List item with which it is associated. Items that are due today will appear in Red. The items that

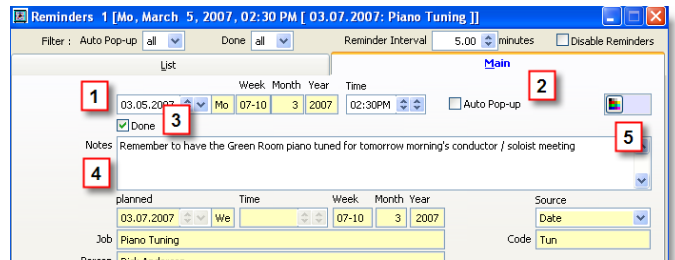
Date	Weekday	Time	Job	Notes	Project	Status	Address
03.05.2007	Mo	02:30 PM	Piano Tuning	Remember to have th	Subscription Week 6	Ordered	Norther
03.06.2007	Tu	08:30 AM	Presentation Bouquet	No Roses! (allergy)	Subscription Week 6	Ordered	

comprise this list can be modified using the options at the top of the screen (see 'Managing Reminders' below).

Editing or Processing a Reminder

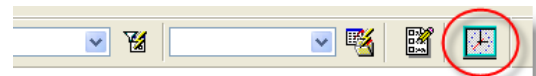
Select any Reminder and then click the **Main** tab (or double-click any Reminder) to:

1. **Re-schedule** the Date / Time the reminder should be send
2. Uncheck the **Auto Pop-up** box – this means the reminder will stay in the system, but no longer pop-up periodically
3. Mark the item as **Done** (items that are done will continue to pop-up unless you also uncheck the box in step 2)
4. **Retype** any notes or information about the Reminder or task at hand
5. Set or change the **background color** that will appear in the Notes field on the List screen

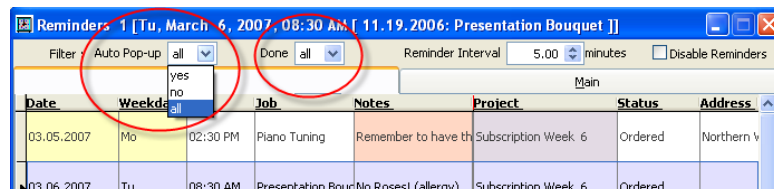


Managing Reminders

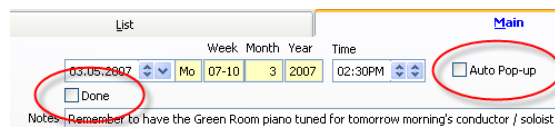
The Reminder icon at the top of the OPAS screen will display all Reminders sent to you.



Customize the notices to be displayed, and the operation of Reminders by using the drop-down fields at the top of the screen:



The **Auto Pop-up** option will show Reminders for which the Auto Pop-up option on the **Main** screen of the Reminder has been checked (yes), unchecked (no) or either (all)



The **Done** option will show Reminders for which the Done option on the **Main**

screen of the Reminder has been checked (yes), unchecked (not) or either (all)

In addition you can set the **interval** at which the entire Reminder system will check and display Reminders and **Enable / Disable** all Reminder Pop-Ups.

Reminder Questions and Tips

Turning on the Reminder System

The entire **Reminder System** in OPAS (for all Users) can be turned on and off via this setting at the bottom of the [SYSTEMSETTING] section of the OPAS.INI file:

EnableReminders=YES

Can I send a Reminder to myself?

Yes, when creating the Reminder, just add yourself to the list of people who should receive the notice.

Can I use the Reminder to send a general staff notice?

Yes, but you must create a To-Do List item in order to do so.

- Create and Save a simple To-Do List item
- Click the Reminders tab

The image shows three screenshots of the OPAS Reminder system interface. The top screenshot shows the 'Main' window with a 'List' tab selected. A reminder is being created with the following details: Date: 03.03.2007, Time: 5a, Week: 07-09, Month: 3, Year: 2007. The job is 'SOLOST CHANGE!!'. A red box 'a' highlights the 'Person' field. The bottom screenshot shows the 'To-Do List/Reminders' window with a 'List' tab selected. A reminder is being created with the following details: Date: 03.04.2007, Week: 07-09, Month: 3, Year: 2007, Time: 09:00AM. The job is 'SOLOST CHANGE!!'. A red box 'c' highlights the 'Notes' field. The bottom screenshot shows the 'Users to remind' table with columns for User, Code, Group, and a checkbox for 'Remind'. A red box 'd' highlights the green '+' icon. The bottom screenshot shows a confirmation dialog box with the following details: Date: 03.04.2007, Time: 09:00 AM, Job: SOLOST CHANGE!!, Notes: Subscription Week 6. A red box 'e' highlights the green OK button.

- Create the Reminder
- Click the green “+” icon and assign the appropriate staff
- Click the green OK (in the lower left of the screen) to issue the Reminder

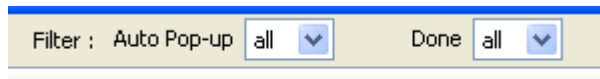
How can I tell if someone has seen a reminder I sent to them?

When someone marks a Reminder as “Done”, that fact will appear in the original Reminder you sent. You can also see any changes the recipient made to the Reminder Note.

The image shows a screenshot of the 'To-Do List/Reminders' window with a 'List' tab selected. A reminder is shown with the following details: Date: 03.03.2007, Week: 07-09, Month: 3, Year: 2007, Time: 02:30PM. The job is 'Piano Tuning'. The notes are 'Remember to have the Green Room piano tuned for tomorrow morning's conductor / soloist meeting'. The 'Users to remind' table shows a user named 'TGaltens' with a checked 'Remind' checkbox. A red box highlights the green '+' icon.

When I click the Reminders button, I don't see any Reminders sent to me

Check the Filters. Make sure you have them set to reveal Reminders that you have / have not marked as done or have / have not set to Auto Pop-up. To see *all* Reminders, set both filters to **all**.



The Reminders keep popping up and annoying me! How do I turn them off?

The easiest way to temporarily disable Reminders is to click the Reminder icon, and increase the interval to 180 minutes (3 hours) or the like. You can also temporarily disable the entire Reminder system, but until you re-enable it, no Reminders will pop-up.

