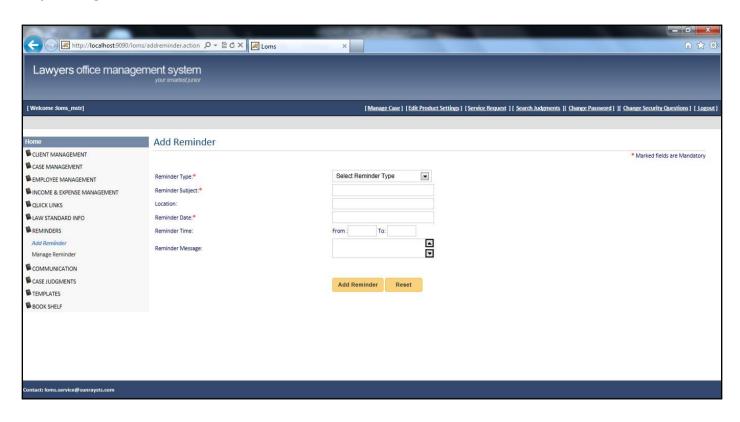
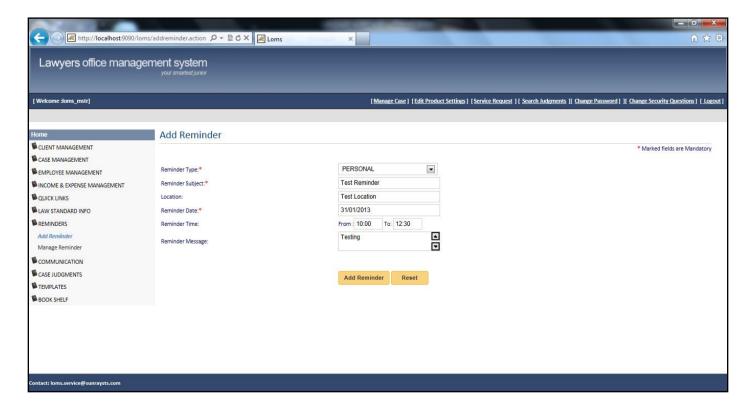
Add Reminder Information

Step 1: Navigate to the link REMINDERS > ADD REMINDER



Step 2: Enter the value for the reminder fields as shown in the image below,

NOTE: Select Reminder Type as "PERSONAL" if the reminder is self notification, "OFFICIAL" if the reminder is for the entire team at the office or individual user name if it is for specific employee in the office



Step 3: After entering the value for all the fields, click on the "ADD REMINDER" button. Once the data is added to the database, the application will display the message as shown below,

