

Add Reminder Information

Step 1: Navigate to the link REMINDERS > ADD REMINDER

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your smartest junior

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Add Reminder

Reminder Type: *

Reminder Subject: *

Location:

Reminder Date: *

Reminder Time: From: To:

Reminder Message:

Add Reminder Reset

Contact: loms.service@sunraysts.com

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

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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,

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Add Reminder

* Marked fields are Mandatory

✓ Reminder has been added Successfully.

Reminder Type: *

Reminder Subject: *

Location:

Reminder Date: *

Reminder Time: From: To:

Reminder Message:

Add Reminder Reset

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