

Chapter 4 Task Manager

Task Manager enables you to manage and keep track of all your office tasks, court matters, appointments and messages.

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4.1 Calendar

Legal Manager Calendar is fully integrated with task-to-do, court matter, and appointment features. You can filter the task by task-to-do, court matter, appointment or file no. Besides, you can view the calendar with the format day, week or timeline at the selection right hand side.

- To open Calendar, on the **SmartLeg@I** navigation, click **Task Manager** and go to **Calendar** then you may view your tasks with calendar.

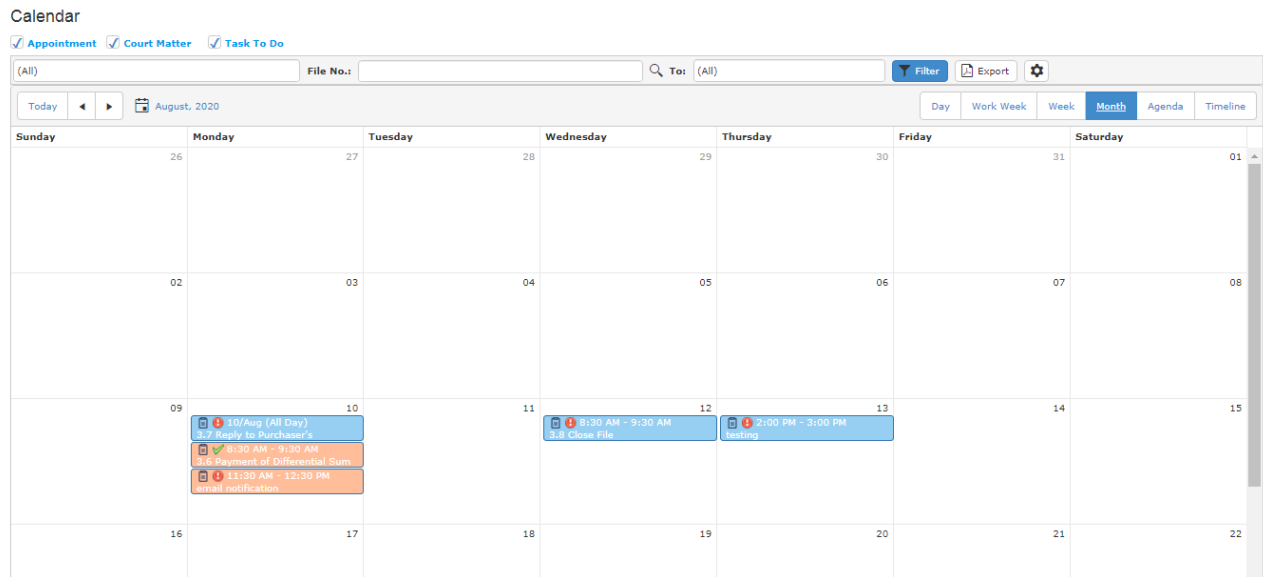


Figure: Calendar

- Right click function provides add, edit, delete, view and save as function.
- A helpful tool tip will show up as shown in 'figure: Calendar Tool Tip', when your mouse pint to a particular task.

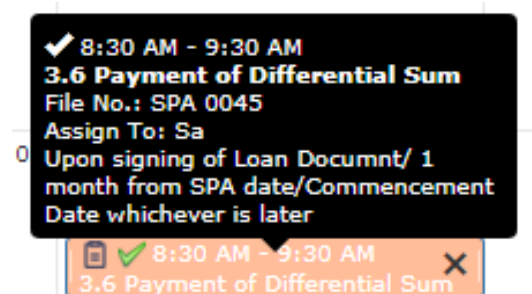


Figure: Calendar Tool Tip

4.2 New Task To-Do

Users and managers can create and assign task to-do, assign priority and reference them to file. Users can copy task to court matter. Retrieval of the task from the menu bar is easy.

- To open New Task To-Do, on the **SmartLeg@l** navigation, click **Task Manager** and go to **New Task To Do** then click the tab you want to type in information.
 - Task To-Do form will show up, as shown in 'Figure: New Task To Do'.
 - In the Task Name box, type a task name.
 - Complete all other information.
 - You can assign task to a user.

- You can CC task to more than one user.
- Due date is optional and must be greater than or equal to start date.
- Click 'Save'.

New Task To Do

Save Cancel Close

Today 10:30 AM - 11:30 AM | Not Started

General Recipients (CC To) Notification Properties

Task Name:

Start Date: Tue 28/Nov/2023 10:30 AM

☐ All Day Duration: 1 hour

End Date: Tue 28/Nov/2023 11:30 AM

File No.:

Client Name(s):

Attachments: Drop files here to upload

Category: KIV

Priority:

Assign To:

Status: Not Started

Status Remarks:

| # | Attachment | Description | Upload Date |
|----------------------|------------|-------------|-------------|
| No attachment found. | | | |

Figure: New Task To Do

- You can Add or Remove Recipient as Figure: New Task To Do – Recipient, Add Recipient
- You can also choose to allow recipient to view or modify

New Task To Do

Save Cancel Preview Close

Today 4:00 PM - 5:00 PM | Not Started

General Recipients Notification Properties

Recipients: Add Recipient Remove

| Name | Allow |
|----------|-------|
| Everyone | View |

Figure: New Task To Do – Recipients

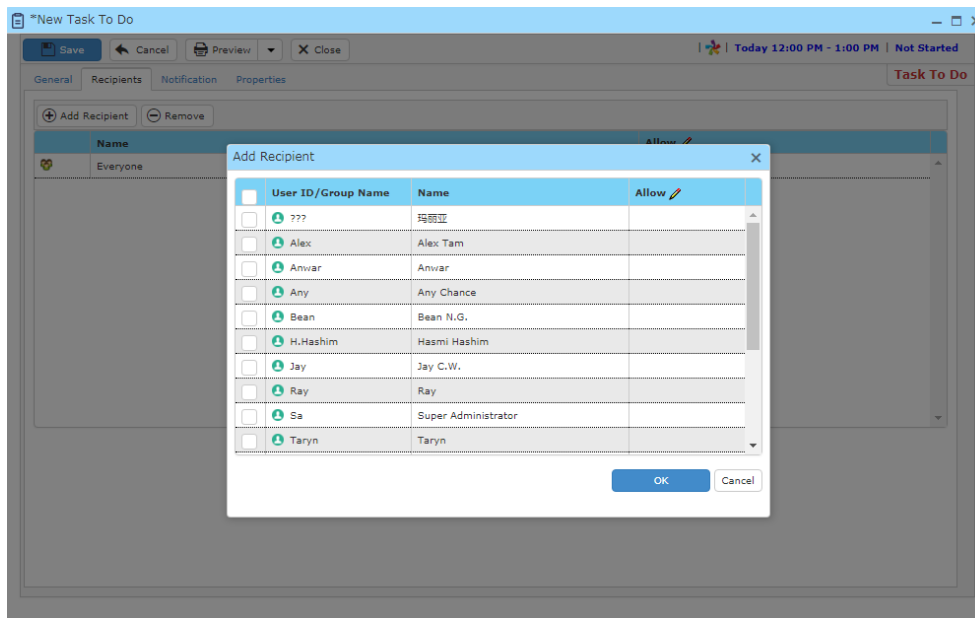


Figure: New Task To Do – Recipient, Add Recipient

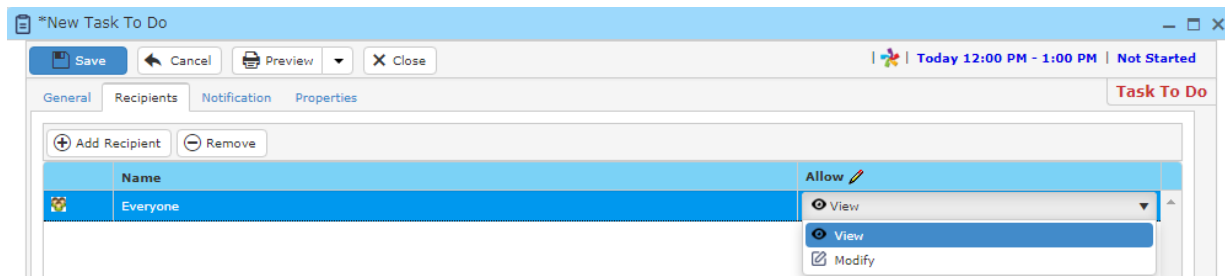


Figure: New Task To Do – Recipient, View/Modify

- You can Add, Add a Copy, Edit and Remove Notification of Task

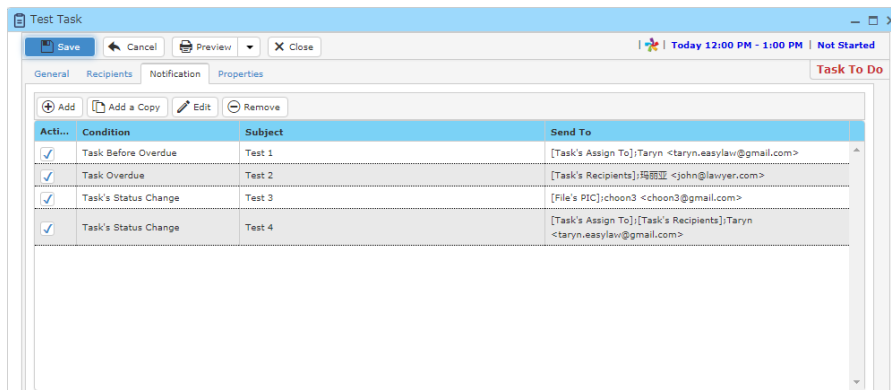
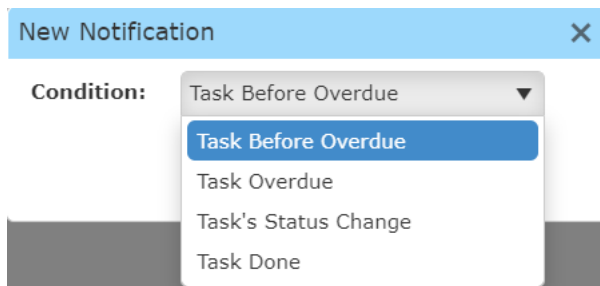


Figure: New Task To Do – Notification

- You have to select a condition before adding a new notification



There are few conditions for the notification as figure above shown:

1. Task Before Overdue -System will send mail to remind recipient before the task assigned overdue, the time to sent the mail before task overdue can set by user.
2. Task Overdue - As simple as the condition mention, the system will send mail to tell recipient that the task assigned already overdue
3. Task's Status Change – System will inform recipient once the task's status amended
4. Task Done – System will send mail to related recipient when the task completed

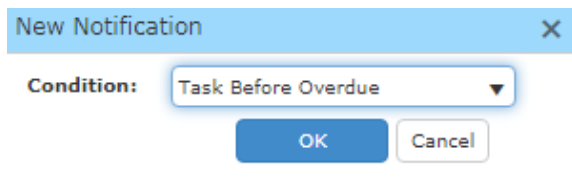
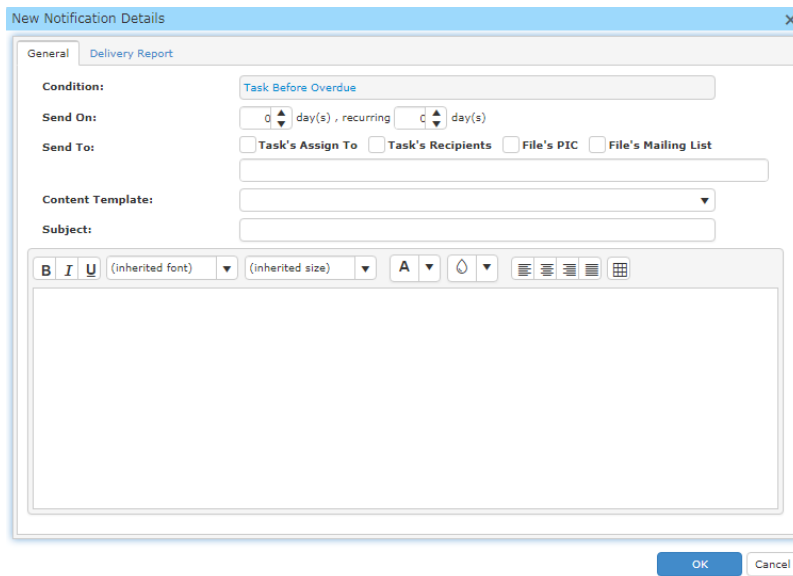


Figure: New Task To Do – Notification - Add Notification, Condition

- Fill in new notification details

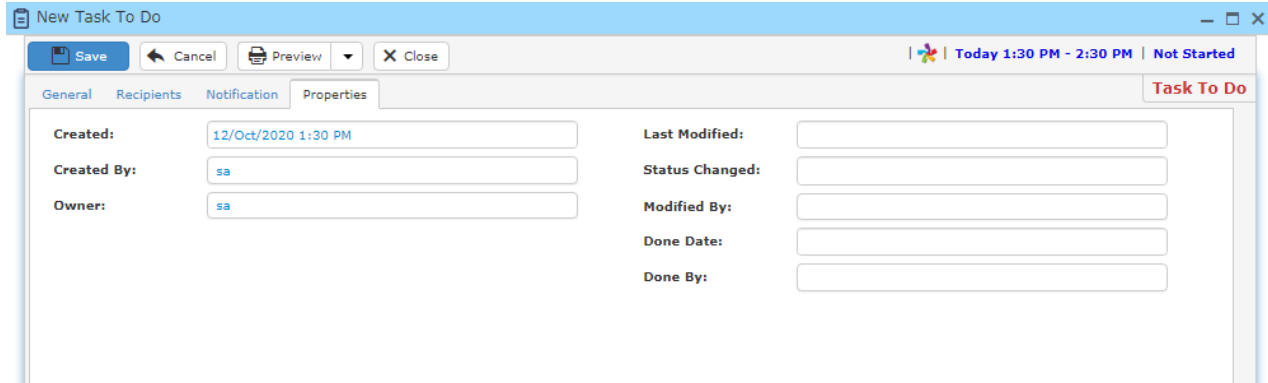


The 'New Notification Details' dialog box has two tabs: 'General' and 'Delivery Report'. The 'General' tab is active. It contains the following fields and controls:

- Condition:** A dropdown menu with 'Task Before Overdue' selected.
- Send On:** A numeric input set to '0', followed by 'day(s)', a 'recurring' checkbox, another numeric input set to '0', followed by 'day(s)'.
- Send To:** Four checkboxes: 'Task's Assign To', 'Task's Recipients', 'File's PIC', and 'File's Mailing List'. Below these is a text input field.
- Content Template:** A dropdown menu.
- Subject:** A text input field.
- Rich Text Editor:** A toolbar with 'B', 'I', 'U', font color, font size, bold, italic, underline, bulleted list, numbered list, link, and table icons. Below the toolbar is a large text area.
- Buttons:** 'OK' and 'Cancel' at the bottom right.

Figure: New Task To Do – Notification – Add Notification, New Notification Details

- You can view the information of the task once who modify the supplier then there will show the last modified and modified by who
- Once you finish all the instruction above, click 'Save' then you are done to create a new task.



The 'New Task To Do' dialog box has tabs for 'General', 'Recipients', 'Notification', and 'Properties'. The 'Properties' tab is active. It displays the following information:

- Created:** 12/Oct/2020 1:30 PM
- Created By:** sa
- Owner:** sa
- Last Modified:** (empty field)
- Status Changed:** (empty field)
- Modified By:** (empty field)
- Done Date:** (empty field)
- Done By:** (empty field)

At the top right, it shows a status bar: 'Today 1:30 PM - 2:30 PM | Not Started'. The 'Task To Do' title is in a red box at the bottom right.

Figure: New Task To Do – Properties

4.3 Manage Task To-Do

This option enables you to add, edit, and delete a task. It also allows you to keep track of task details and all related information.

- To open Manage Task To-Do, on the **SmartLeg@I** navigation, click **Task Manager** and go to **Manage Task To-Do** then search the task you wish to modify.

Manage Task To-Do

- Search the task you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click '**Clear**'.

Figure: Manage Task To Do – Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the 'General' section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.

Figure: Manage Task To Do – Advanced Search

Searched Result

- Click '**Search**' once, to show all Tasks
- The Searched result will appear at below, otherwise it will shown no record available if the file you searched do not exist.

Click '**Export**' to print the desired search results in txt, excel or html format.

+ New Task To Do ⚙ 🖨 Task To Do List Report

Search **Advanced** Task To Do - Search ^

Task Name : File No. : Start Date (From) : [📅] Date in text Start Date (To) : [📅] Date in text [🔍] [❤]

End Date (From) : [📅] Date in text End Date (To) : [📅] Date in text Overdue? : (All) Is Done? : (All) Task Category : (All) [🔄] Clear [🔍] Search

Done Date (From) : [📅] Date in text Done Date (To) : [📅] Date in text Task Status : (All) Assigned To : (All)

☐ Owned By Me ☐ Workflow Related

[🗑] Delete [✅] Set Done [🔄] Batch Update [📄] Export... [⌵]

Drag a column header and drop it here to group by that column

| | Task Name | Start Date | End Date | File No. | Assign... | Done Date | Task Status |
|--------------------------|-------------------------|---------------------------|-----------------------------|----------|-----------|---------------------|------------------|
| <input type="checkbox"/> | ✓ 4.5 Close File | Mon 09/Dec/2024 (All Day) | ✓ Mon 09/Dec/2024 (All Day) | 123456 | | 12/Dec/2023 4:22 PM | Completed - 100% |
| <input type="checkbox"/> | ✓ 4.4 2nd Release | Thu 14/Nov/2024 (All Day) | ✓ Thu 14/Nov/2024 (All Day) | 123456 | | 12/Dec/2023 4:22 PM | Completed - 100% |
| <input type="checkbox"/> | ✓ 4.3 2nd Advice | Wed 23/Oct/2024 (All Day) | ✓ Wed 23/Oct/2024 (All Day) | 123456 | | 12/Dec/2023 4:22 PM | Completed - 100% |
| <input type="checkbox"/> | ✓ 4.2 Title Received | Tue 01/Oct/2024 (All Day) | ✓ Thu 03/Oct/2024 (All Day) | 123456 | | 12/Dec/2023 4:22 PM | Completed - 100% |
| <input type="checkbox"/> | ✓ 4.1 Discharge to Bank | Mon 09/Sep/2024 (All Day) | ✓ Mon 09/Sep/2024 (All Day) | 123456 | | 12/Dec/2023 4:22 PM | Completed - 100% |

Figure: Manage Task To Do – Search All Tasks

+ New Task To Do ⚙ 🖨 Task To Do List Report

Search **Advanced** Task To Do - Search ^

Task Name : close File No. : Start Date (From) : [📅] Date in text Start Date (To) : [📅] Date in text [🔍] [❤]

End Date (From) : [📅] Date in text End Date (To) : [📅] Date in text Overdue? : (All) Is Done? : (All) Task Category : (All) [🔄] Clear [🔍] Search

Done Date (From) : [📅] Date in text Done Date (To) : [📅] Date in text Task Status : (All) Assigned To : (All)

☐ Owned By Me ☐ Workflow Related

[🗑] Delete [✅] Set Done [🔄] Batch Update [📄] Export... [⌵]

Drag a column header and drop it here to group by that column

| | Task Name | Start Date | End Date | File No. | Assign... | Done Date | Task Status |
|--------------------------|------------------------|---------------------------|-----------------------------|---------------------|-----------|---------------------|------------------|
| <input type="checkbox"/> | ✓ 4.5 Close File | Mon 09/Dec/2024 (All Day) | ✓ Mon 09/Dec/2024 (All Day) | 123456 | | 12/Dec/2023 4:22 PM | Completed - 100% |
| <input type="checkbox"/> | 34. Send File to Close | Fri 11/Mar/2022 (All Day) | 🔴 Fri 11/Mar/2022 (All Day) | PCALAW.0035 Jay | Sa | | Started - 0% |
| <input type="checkbox"/> | 34. Send File to Close | Fri 11/Mar/2022 (All Day) | 🔴 Fri 11/Mar/2022 (All Day) | PCALAW.0032 Lawyers | Sa | | Started - 0% |
| <input type="checkbox"/> | 34. Send File to Close | Fri 11/Mar/2022 (All Day) | 🔴 Fri 11/Mar/2022 (All Day) | PCALAW.0033 Sa | Jay | | Started - 0% |
| <input type="checkbox"/> | 5.4 Close file | Mon 13/Dec/2021 (All Day) | 🔴 Mon 13/Dec/2021 (All Day) | PCALAW.0022 Sa | | | Started - 50% |

Figure: Manage Task To Do – Search Result

- After the task your search result appears, you can choose to view and manage to edit those details by double-clicking the record.

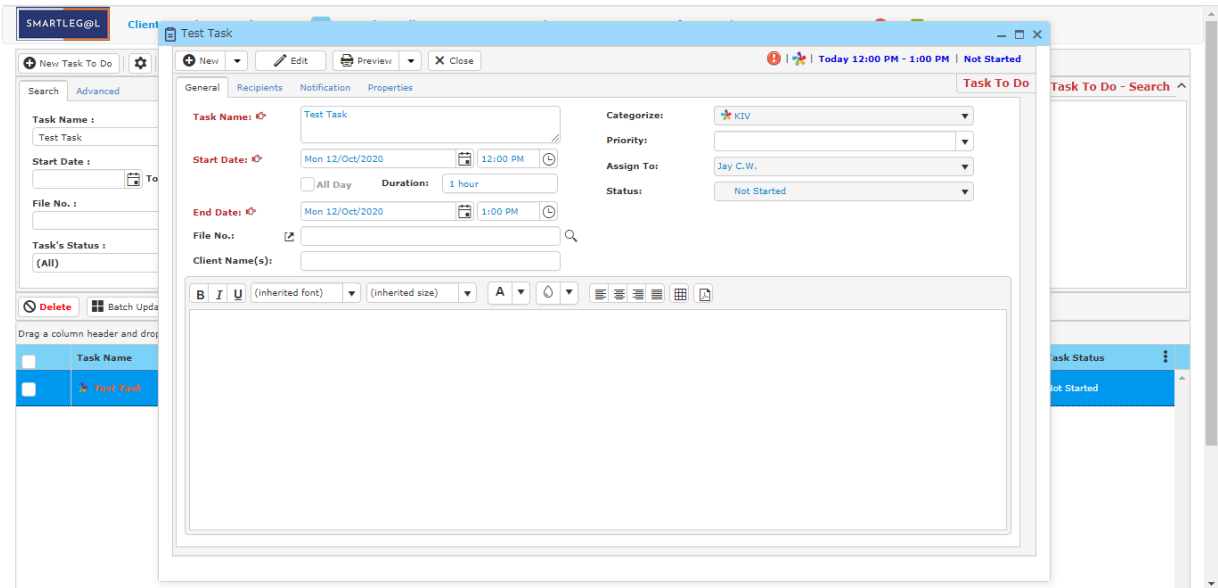


Figure: Manage Task To Do – Search Result, Task Info

Task Shortcut

The task shortcut is different for every user based on their favorite tag.

New Task To Do

Task To Do List Report

Search

Advanced

Task To Do - Search

Task Name :

close file

File No. :

Start Date (From) :

Date in text

Start Date (To) :

Date in text

End Date (From) :

Date in text

End Date (To) :

Date in text

Overdue? :

(All)

Is Done? :

(All)

Task Category :

(All)

Done Date (From) :

Date in text

Done Date (To) :

Date in text

Task Status :

(All)

Assigned To :

(All)

☐ Owned By Me

☐ Workflow Related

Delete


Set Done

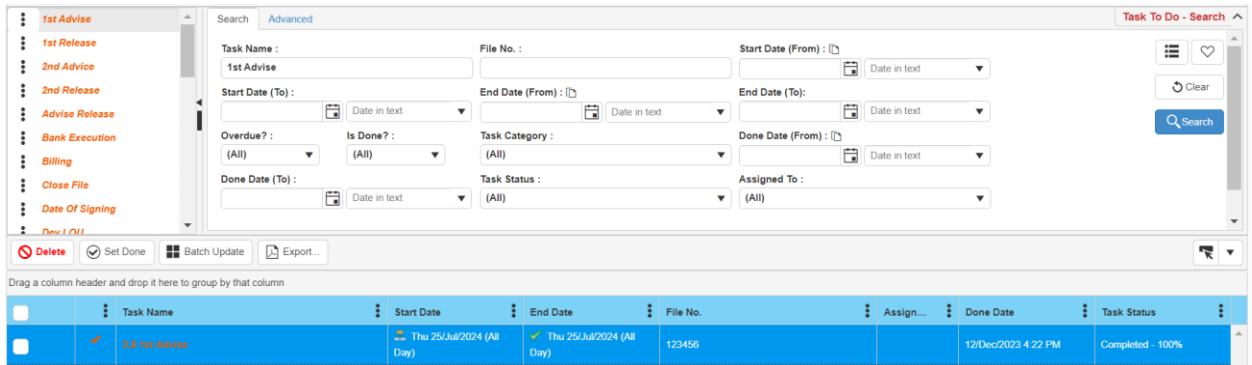
Batch Update



Export...

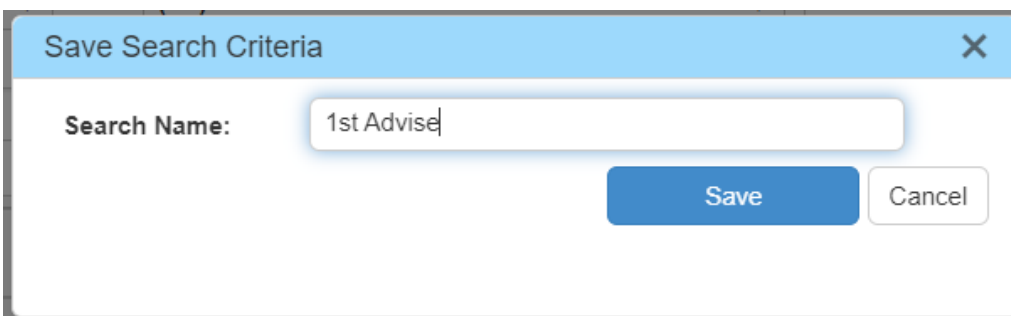
Drag a column header and drop it here to group by that column

| | Task Name | Start Date | End Date | File No. | Assign... | Done Date | Task Status |
|--|------------------|---------------------------|---------------------------|----------------|-----------|---------------------|------------------|
| | ✓ 4.2 Close file | Mon 09/Dec/2024 (All Day) | Mon 09/Dec/2024 (All Day) | 123456 | | 12/Dec/2023 4 22 PM | Completed - 100% |
| | 5.4 Close file | Mon 13/Dec/2021 (All Day) | Mon 13/Dec/2021 (All Day) | PCALAW 0022 Sa | | | Started - 50% |
| | 5.4 Close file | Thu 09/Dec/2021 (All Day) | Thu 09/Dec/2021 (All Day) | PCALAW 0021 Sa | | | Started - 50% |
| | 5.4 Close file | Tue 30/Nov/2021 (All Day) | Tue 30/Nov/2021 (All Day) | PCALAW 0020 Sa | | | Started - 50% |
| | 5.4 Close file | Tue 23/Nov/2021 (All Day) | Tue 23/Nov/2021 (All Day) | SPA 0034 | | | Started - 50% |

- Fill in the task name and click on the **“Search”**  button.



- Then, press the **“Save/Update Search Criteria(s)”**  button and it will be listed on the **“Saved Criteria List”** .



- The **“Save Search Criteria”** will pop up. Users can key in the search name and save.

Set Done

Batch Update - Task To Do

Update Previous Close Close window after Successful execution

1. Select Record 2. Select Change 3. Result Task To Do - Batch Update

Select at least one field and key-in the changes:

☐ Category : KIV

☐ Priority :


☐ Assign To : (Blank)

☐ Owner : Jay

☐ Status Remark :

You may key in reason for change:

Reason:

- Select/tick the ☐ checkbox and make changes on the particular field(s).
- After filling up all details with specific fields, press on “Update”  button.

Schedule

- Drag the column headers to the row above the column header accordingly.

Drag a column header and drop it here to group by that column

| | Task Name | Start Date | End Date | File No. | Assign... | Done Date | Task Status |
|---|--|---------------------------|---------------------------|------------|-----------|-----------|---------------|
| Start Date: 19/Feb/2022 | Task Name: 1.3 Title search obtained | Sat 19/Feb/2022 (All Day) | Mon 21/Feb/2022 (All Day) | 0000001401 | Sa | | Started - 50% |
| Task Name: 2.1 Get Feedback of the draft SPA/ whether Property Tenanted | 2.1 Get Feedback of the draft SPA/ whether Property Tenanted | Sat 19/Feb/2022 (All Day) | Sun 20/Feb/2022 (All Day) | 0000001401 | Sa | | Started - 50% |
| Task Name: 3.1 Signing of SPA and MOT (Form 14A) and Rentention Sum for CKHT (Vendor) | | | | | | | |

4.4 New Court Matter

You can create court matter and reference them to file. You can also copy court matter to task. Retrieval of the court matter from the menu bar is easy.

- To open New Court Matter, on the **SmartLeg@1** navigation, click **Task Manager** and go to **New Court Matter** then click the tab you want to type in information.
- You can open court matter input form by clicking.
- Court Matter form will show up as shown in 'Figure: New Court Matter General Input 'below.
- In the Task Name box, type a task name.
- Complete any other necessary information.
- Click '**Save**'.

Figure: New Court Matter General Input

- You can add some note in this court matter as a reminder

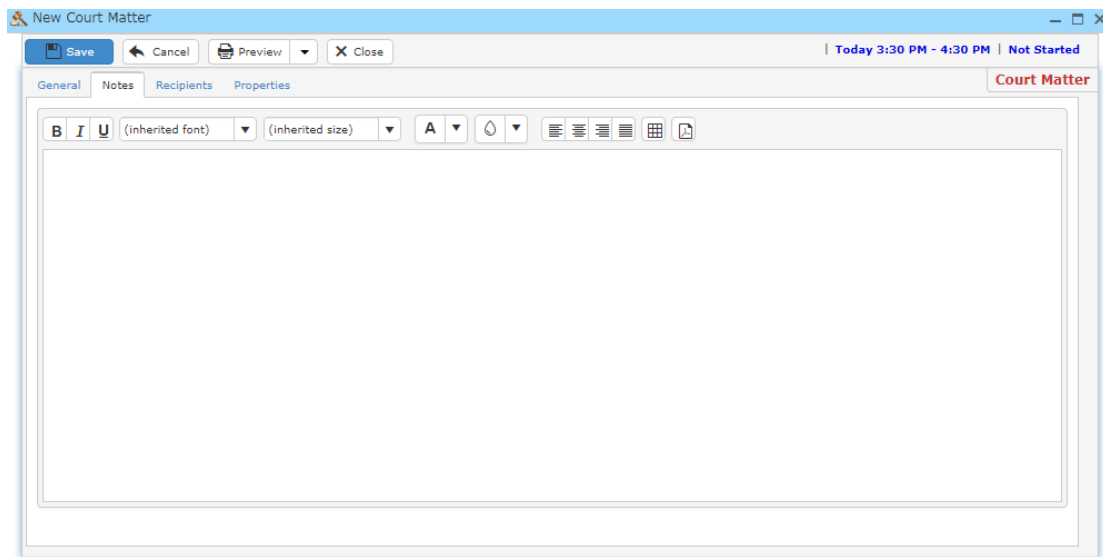


Figure: New Court Matter - Note

Note: Function of Recipients and Properties in New Court Matter is exactly same in **4.2 New Task To Do**.

4.5 Manage Court Matter

This option enables you to add, edit, and delete a court matter. It also allows you to keep track of court matter details and all related information.

- To open Manage Court Matter, on the **SmartLeg@1** navigation, click **Task Manager** and go to **Manage Court Matter** then search the court matter you wish to modify.

Manage Court Matter

- Search the court matter you wish to manage through type the search criteria.
- To start a new search or to clear the search results, click '**Clear**'.

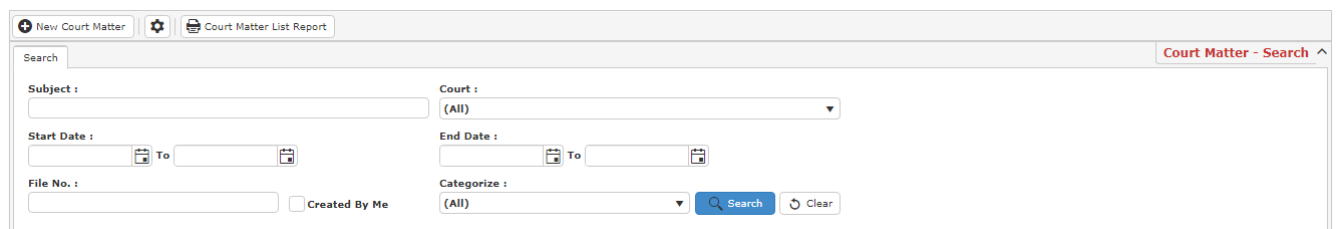


Figure: Manage Court Matter – Search

Searched Result

- Click '**Search**' once, to show all Court Matters

- The Searched result will appear at below, otherwise it will show no record available if the client you searched do not exist.
- Click '**Delete**' to delete the selected record.
- Click '**Export**' to print the desired search results in txt, excel or html format.
- Click '**Download(Zip)**' to download the zipped document.

Search

Subject : Court : (All)

Start Date : To End Date : To

File No. : Created By Me Categorize : (All) Search Clear

Delete Export... Result Per Page: 30 of 300

Drag a column header and drop it here to group by that column

| | Subject | Start Date | End Date | File No. | Court | Court Case No. |
|--------------------------|-----------------|---------------------------|---------------------------|---|-----------------|----------------|
| <input type="checkbox"/> | 123 | Wed 07/Oct/2020 12:30 PM | Wed 07/Oct/2020 1:30 PM | SPA 004 | | |
| <input type="checkbox"/> | next court date | Wed 11/Dec/2019 (All Day) | Wed 11/Dec/2019 (All Day) | SPA 0045 | Mahkamah Tinggi | |
| <input type="checkbox"/> | Court | Sun 01/Dec/2019 (All Day) | Sun 01/Dec/2019 (All Day) | HP001 | | |
| <input type="checkbox"/> | Case Management | Thu 28/Nov/2019 (All Day) | Thu 28/Nov/2019 (All Day) | lit 010 | Mahkamah Tinggi | |
| <input type="checkbox"/> | attend to court | Wed 27/Nov/2019 (All Day) | Wed 27/Nov/2019 (All Day) | lit 010 | Mahkamah Tinggi | |
| <input type="checkbox"/> | Attend to court | Mon 25/Nov/2019 (All Day) | Mon 25/Nov/2019 (All Day) | lit009 | Mahkamah Tinggi | |
| <input type="checkbox"/> | Case Management | Mon 18/Nov/2019 11:00 AM | Mon 18/Nov/2019 12:00 PM | Lit007 | | |
| <input type="checkbox"/> | Case Management | Sat 09/Nov/2019 (All Day) | Sat 09/Nov/2019 (All Day) | C/K/280605280606/2019/11/08/C/K/2806... | Mahkamah Tinggi | CSV 2132121 |
| <input type="checkbox"/> | Case Management | Fri 08/Nov/2019 (All Day) | Fri 08/Nov/2019 (All Day) | C/K/280605280606/2019/11/08/C/K/2806... | Mahkamah Tinggi | CSV 2132121 |

Figure: Manage Court Matter – Search All Court Matters

- After the court matter you searched appear, you can choose to edit or preview the court matter.

SMARTLEG@L Client File Task Manager 67 Mail Billing Payment A/P Receipt Transfer G/L Tax Report

New Court Matter Court Matter List Report

Search

Subject : Court : (All)

Start Date : To End Date : To

File No. : Created By Me Categorize : (All) Search Clear

Delete Export... Result Per Page: 30 of 300

Drag a column header and drop it here to group by that column

| | Subject | Start Date | End Date | File No. | Court | Court Case No. |
|--------------------------|-----------------|---------------------------|---------------------------|---|-----------------|----------------|
| <input type="checkbox"/> | 123 | Wed 07/Oct/2020 12:30 PM | Wed 07/Oct/2020 1:30 PM | SPA 004 | | |
| <input type="checkbox"/> | next court date | Wed 11/Dec/2019 (All Day) | Wed 11/Dec/2019 (All Day) | SPA 0045 | Mahkamah Tinggi | |
| <input type="checkbox"/> | Court | Sun 01/Dec/2019 (All Day) | Sun 01/Dec/2019 (All Day) | HP001 | | |
| <input type="checkbox"/> | Case Management | Thu 28/Nov/2019 (All Day) | Thu 28/Nov/2019 (All Day) | lit 010 | Mahkamah Tinggi | |
| <input type="checkbox"/> | attend to court | Wed 27/Nov/2019 (All Day) | Wed 27/Nov/2019 (All Day) | lit 010 | Mahkamah Tinggi | |
| <input type="checkbox"/> | Attend to court | Mon 25/Nov/2019 (All Day) | Mon 25/Nov/2019 (All Day) | lit009 | Mahkamah Tinggi | |
| <input type="checkbox"/> | Case Management | Mon 18/Nov/2019 11:00 AM | Mon 18/Nov/2019 12:00 PM | Lit007 | | |
| <input type="checkbox"/> | Case Management | Sat 09/Nov/2019 (All Day) | Sat 09/Nov/2019 (All Day) | C/K/280605280606/2019/11/08/C/K/2806... | Mahkamah Tinggi | CSV 2132121 |
| <input type="checkbox"/> | Case Management | Fri 08/Nov/2019 (All Day) | Fri 08/Nov/2019 (All Day) | C/K/280605280606/2019/11/08/C/K/2806... | Mahkamah Tinggi | CSV 2132121 |

123

New Edit Preview X Close

Wed 07/Oct/2020 12:30 PM - 1:30 PM | Not Started

Court Matter

General Notes Recipients Properties

Subject: 123 Categorize: (Other)

Start Date: Wed 07/Oct/2020 12:30 PM Court: (Other)

End Date: Wed 07/Oct/2020 1:30 PM

File No.: SPA 004 Court Case No.: Not Started

Client Name(s): Catherine Status: Not Started

Defendant Plaintiff

Client's Solicitor Info.

Solicitor: Counsel(s):

Other Party's Solicitor Info.

Other Party: Counsel(s):

Figure: Manage Court Matter – Search Result, Court Matter Info

4.6 New Appointment

Users can create appointment and reference them to file and give permission to schedule or make changes to appointments in their calendars.

- To open New Appointment, on the **SmartLeg@1** navigation, click **Task Manager** and go to **New Appointment** then click the tab you want to type in information.
- You can open court matter input form by clicking.
- Court Matter form will show up as shown in ‘*Figure: New Appointment General Input*’ below.
- In the Task Name box, type a task name.
- Complete any other necessary information.
- Click ‘**Save**’.

The screenshot shows the 'New Appointment' window with the following details:

- Title Bar:** New Appointment
- Buttons:** Save, Cancel, Preview, Close
- Current Time:** Today 4:00 PM - 5:00 PM
- Tabs:** General (selected), Attendees, Properties
- Fields:**
 - Subject:** (Empty text box)
 - Start Date:** Mon 12/Oct/2020, 4:00 PM
 - End Date:** Mon 12/Oct/2020, 5:00 PM
 - Duration:** 1 hour
 - Categorize:** (Dropdown menu)
 - Location:** (Other)
 - File No.:** (Text box with search icon)
 - Client Name(s):** (Text box)
- Rich Text Editor:** A large text area with a toolbar containing Bold (B), Italic (I), Underline (U), font color, background color, bulleted list, numbered list, link, and unlink icons.

Figure: New Appointment General Input

- You can Add or Remove Attendees as ‘*Figure: New Appointment – Attendee, Add Attendees*’
- You can also choose to allow attendees to view, invite or modify

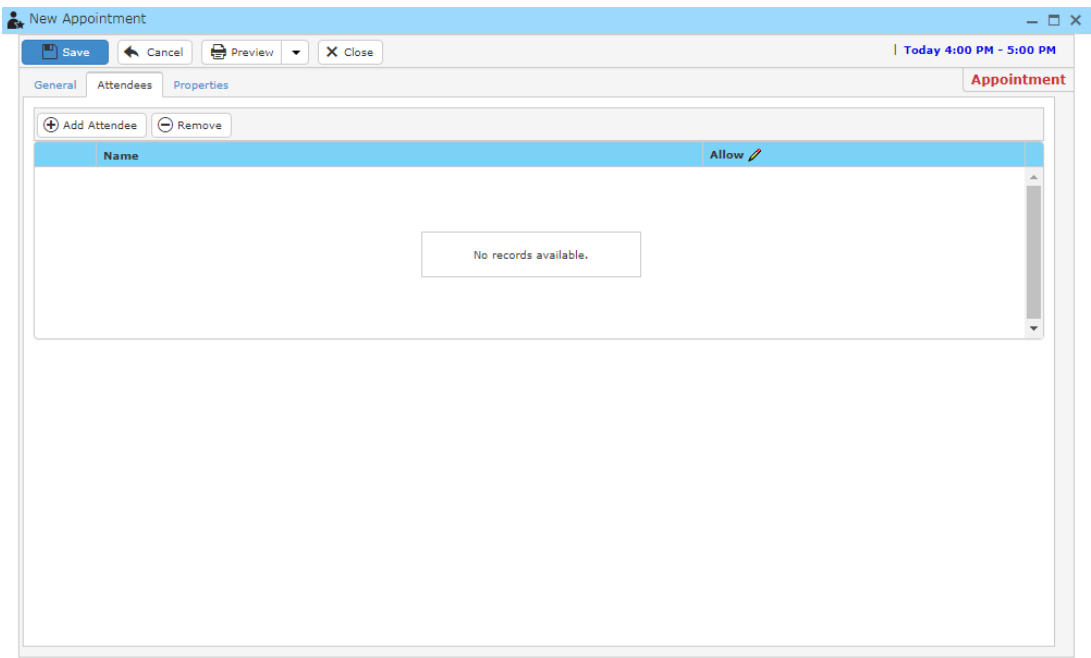


Figure: New Appointment –Attendees

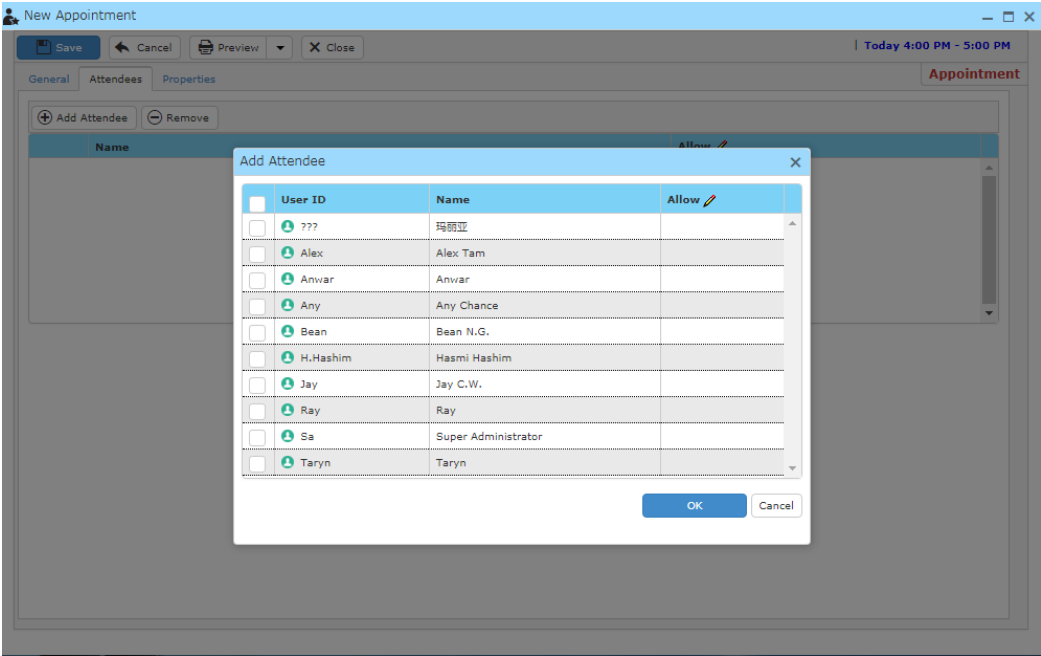


Figure: New Appointment – Attendees, Add Attendees

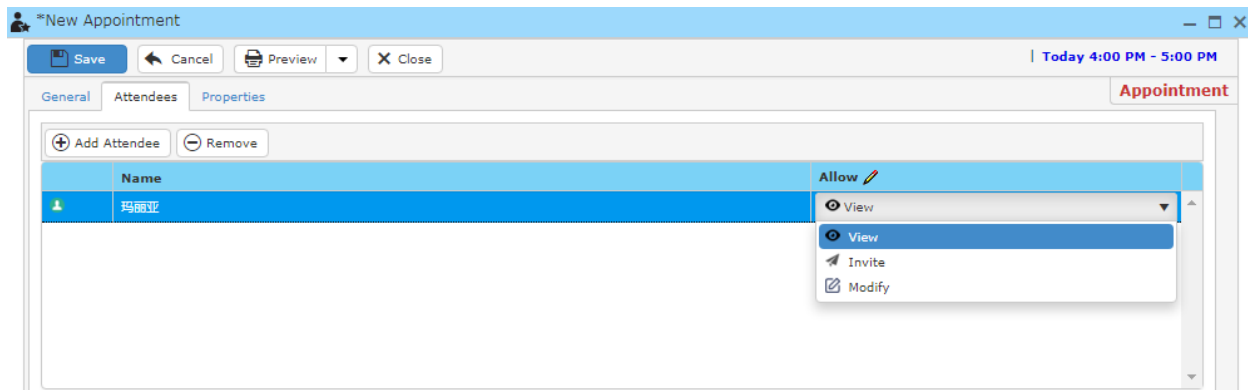


Figure: New Appointment –Attendees, View/Invite/Modify

- You can choose to allow attendees to view, invite or modify by selecting from the combo box

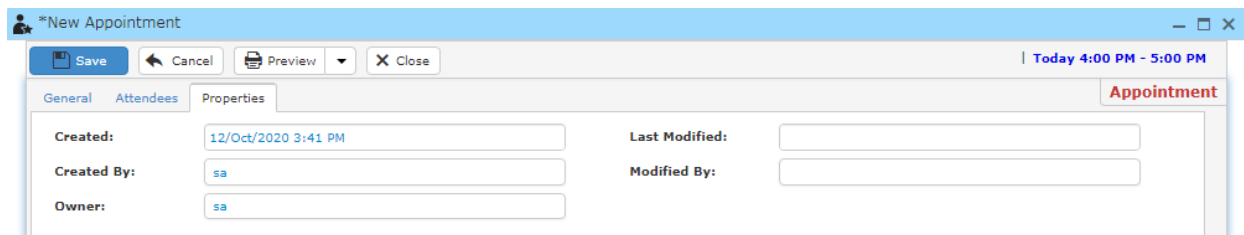


Figure: New Appointment – Properties

4.7 Manage Appointment

This option enables you to add, edit, and delete appointment. It also allows you to keep track of appointment details and all related information.

- To open Manage Appointment, on the **SmartLeg@l** navigation, click **Task Manager** and go to **Manage Appointment** then search the court matter you wish to modify.

Manage Appointment

- Search the appointment you wish to manage through type the search criteria.
- To start a new search or to clear the search results, click '**Clear**'.

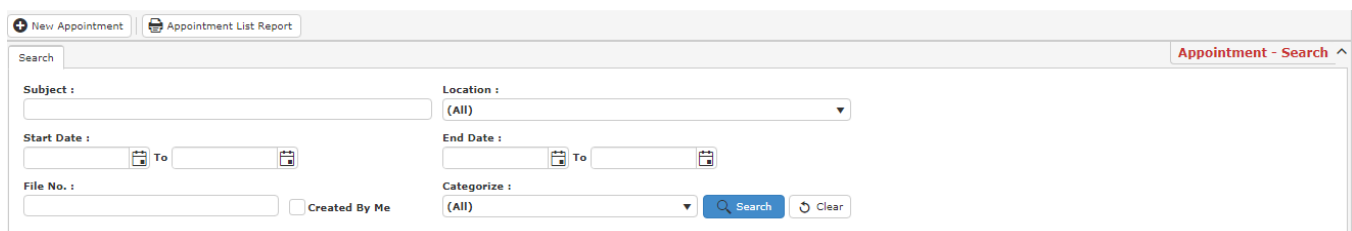


Figure: Manage Appointment – Search

Searched Result

- Click **'Search'** once, to show all appointment
- The Searched result will appeal at below, otherwise it will shown no record available if the client you searched do not exist.
- Click **'Delete'** to delete the selected record.
- Click **'Export'** to print the desired search results in txt, excel or html format.
- Click **'Download(Zip)'** to download the zipped document.

The screenshot shows the 'Appointment - Search' window. It has a search bar at the top with fields for Subject, Location (dropdown), Start Date, End Date, File No., and Categorize. Below the search bar are buttons for Delete, Export, and a 'Result Per Page' dropdown set to 30 of 300. Below this is a table with columns: Subject, Start Date, End Date, File No., and Location. The table contains three rows of data.

| Subject | Start Date | End Date | File No. | Location |
|---------------------|--------------------------|-------------------------|----------|----------|
| meeting client | Wed 11/Dec/2019 12:00 PM | Wed 11/Dec/2019 1:00 PM | SPA 0045 | (Other) |
| need to meet client | Wed 11/Dec/2019 12:00 PM | Wed 11/Dec/2019 1:00 PM | | (Other) |
| meeting Raman | Tue 19/Nov/2019 2:30 AM | Tue 19/Nov/2019 3:30 AM | Lit007 | (Other) |

Figure: Manage Appointment – Search All Appointment

- After the appointment you searched appeal, you can choose to edit or preview the appointment.

The screenshot shows the 'meeting client' appointment details window. It has a title bar with 'meeting client' and a close button. Below the title bar are buttons for New, Edit, Preview, and Close. The window is divided into two main sections: General and Properties. The General section contains fields for Subject (meeting client), Start Date (Wed 11/Dec/2019 12:00 PM), End Date (Wed 11/Dec/2019 1:00 PM), Duration (1 hour), Categorize, Location (Other), File No. (SPA 0045), and Client Name(s) (Shahurudin). The Properties section contains a large text area for notes. The window also has a status bar at the bottom showing the appointment date and time: Wed 11/Dec/2019 12:00 PM - 1:00 PM.

Figure: Manage Appointment – Search Result, Appointment Info

4.8 Reminder List

This option reminding you to view tasks.

- To open Reminder List, on the **SmartLeg@I** navigation, click **Task Manager** and go to **Reminder Lis**.
- You can view selected task by double clicking on the reminder list.

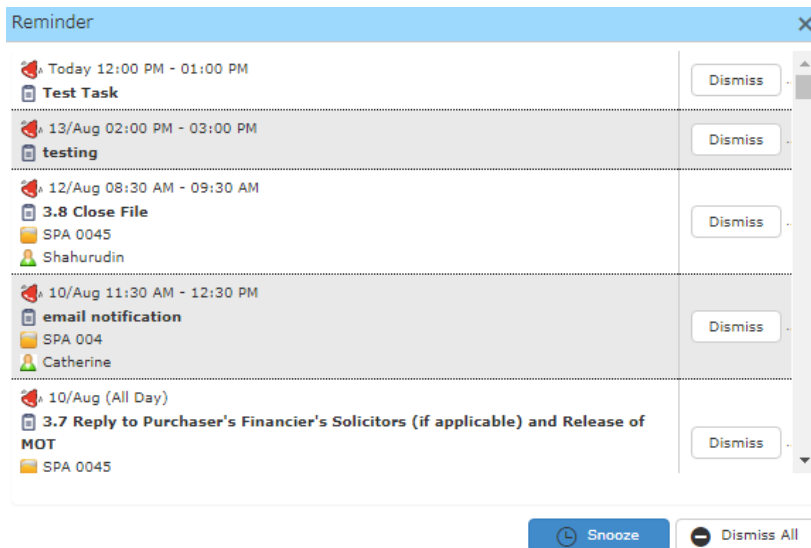


Figure: Reminder List