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# CM\_SendReminder

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**Created On:** marts 8, 2023

**Created with:**  
dominKnow Capture  
<https://www.dominknow.com>

1. Click on "Show all folders".

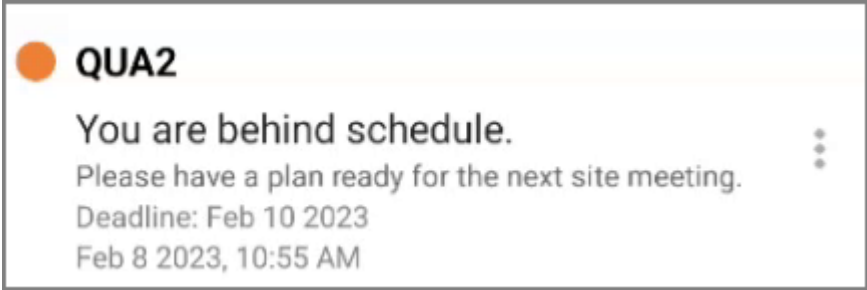
A rectangular button with a thin black border and the text "Show all folders" in a green, sans-serif font.

2. Click on "Ongoing".

A rectangular button with a thin black border. On the left is an orange circle icon, followed by the text "Ongoing" in a dark grey, sans-serif font.

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3. Click on "QUA2".

A rectangular button with a thin black border. On the left is an orange circle icon, followed by the text "QUA2" in a bold, dark grey, sans-serif font.

You are behind schedule.

Please have a plan ready for the next site meeting.

Deadline: Feb 10 2023


Feb 8 2023, 10:55 AM



4. Click on "More" menu.



5. Click on "Send reminder".

A rectangular button with a thin black border and the text "Send reminder" in a dark grey, sans-serif font.

6. Click on "Click on Required".

A rectangular button with a thin black border. On the left is the text "Recipients" in a dark grey, sans-serif font.

Required >

7. Click on "Torben Jensen".

Torben Jensen, Wood Aps

8. Click on "OK".

OK

9. Click on "Message".

Message

10. Click on "Send".

Send

11. Steps completed