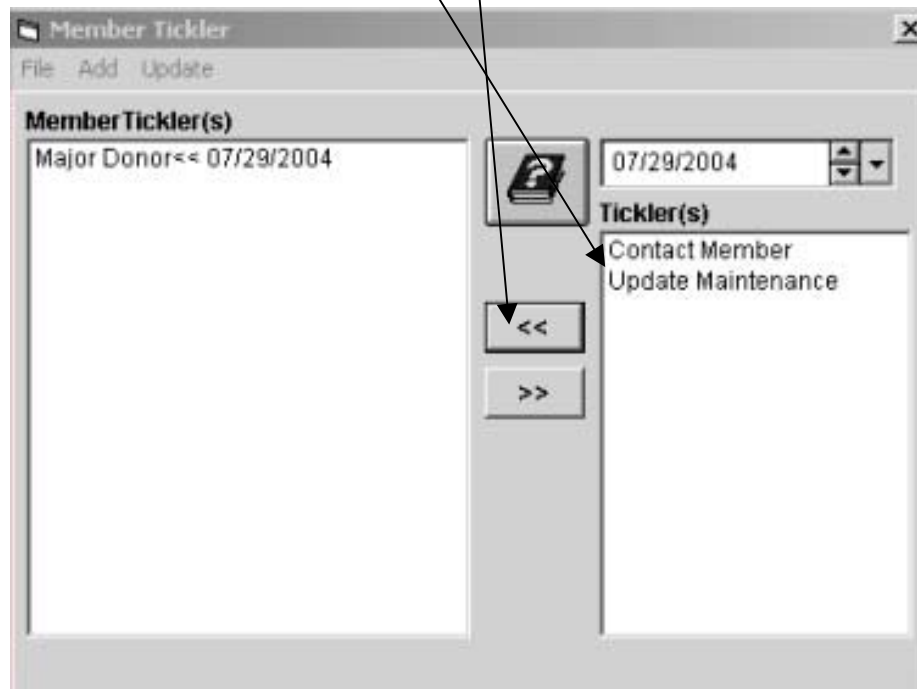


HOW TO USE Reminders (A.K.A. Ticklers)

- 1: Click on Management then, Add Tickler.
- 2: Click on the item in the right panel and associate a date then click the arrows
- 3: Every time you open SOS, it will automatically display the current day's tickler and for the next 5 days for the current user.

Highlight a Tickler and select a Date then Click on the Arrow right to add



To view the current user's ticklers, click Scheduling, View Today's Tickler (or use the F11 Hot Key).

You can print the current list and change the tickler date to see future Ticklers, beyond the 5 day range.

To search by any tickler item or date, click on Member List, then Edit then Find.

Click Tickler Date or Tickler and select the item or a date.

Once you click Find All, then the members associated with the search criteria will be displayed in the Member List