Add Personal Reminder for Cases

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V3.2

In Cora OpsManager, you can add a personal reminder to a case, which will remind you of the case per your set time with a notification.

To add a personal reminder:

1. On the Case/Task details page, click the personal reminder icon to set a reminder.

Inc	exing Required			Ready For Processing'		Pending Closure
10650 Fwd:	-					Created Target 24/02/2020 08:27:20
tatus leady For Processing'	Priority High		Category Loans	Type Business Loan	Sub Type Cash Calls	Reminder Date 27/03/2020
Conversations Audit Lo	g Attachments	Linked Cases			Properties	Comments Remind me
NZ		Draft		25/02/2020 11:05:06		Delete Save
				24/02/2020 08:27:20	First Nam	e
					Last Name	e

- 2. Add Reminder Date and Comments.
- 3. Click **Save**. The reminder icon appears with a green tick mark been added.

On the set date a reminder notification is sent to you at 0900 per your standard time. You can view the reminder notification on the Notifications menu in the left panel.

Reminder method

On the User profile page, you can make reminder email settings, and can choose if you want the system to send personal reminder emails or not. You can also view on the same page all the reminders you have added to cases.

For details, refer to the this article.

My Reminders				
Reminders are displayed on the Notifications page. You can also send remi	inders to your personal email address.			
Reminder Email Settings: Send me a daily summary				
Don't send me reminder emails				🗘 Refresh
Case ID Case Sut	Target Date	Reminder Date	Comment	

V3.0

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Reminder method

On the User profile page, you can make reminder email settings, and can choose if you want the system to send the personal reminder emails or not. You can also view on the same page all the reminders you have added to the cases.

annitater Entail Des	ettings:	Send me each remind	er separately 🔻				
		Don't send me remin Send me each remin	ider emails der separately				🗘 Refresh
Case ID	Case S	ubject	Case Status	Target Date	Reminder Date	Comment	
10650			Ready For Processing'	25/02/2020 08:27:20	08/04/2020	Remind me	1 0

For details, refer to the Manage User Profile article.