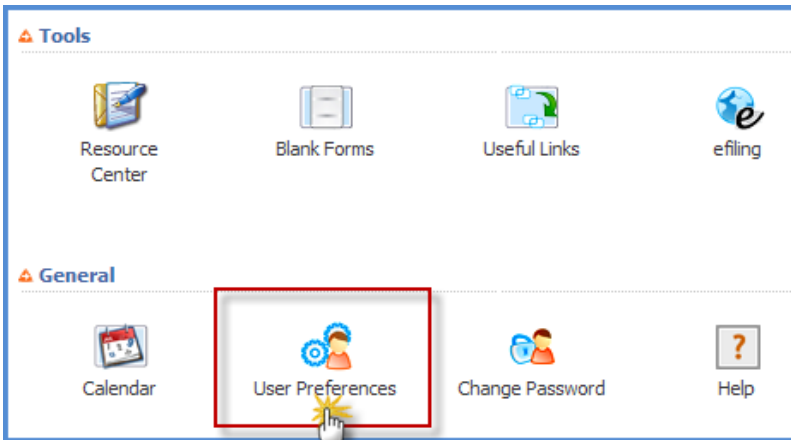


## HOW TO CHANGE THE DATE RANGE FOR TICKLER

1) Go to **Home** and click on **Contacts**.



2) Scroll down the page and locate the **Tickler Preferences**.

**NOTE:** You can enter any number of days between 0-9999 or if you wish to display items past due please enter the number of days with a minus like:-365 to 0, this will display all expiration dates for the past 365 days.

Tickler Preferences	
Documents Option # 1	From today plus <input type="text" value="0"/> days, until today plus <input type="text" value="30"/> days
Documents Option # 2	From today plus <input type="text" value="30"/> days, until today plus <input type="text" value="60"/> days
Documents Option # 3	From today plus <input type="text" value="60"/> days, until today plus <input type="text" value="90"/> days
Reminders Option # 1	From today plus <input type="text" value="0"/> days, until today plus <input type="text" value="30"/> days
Reminders Option # 2	From today plus <input type="text" value="30"/> days, until today plus <input type="text" value="60"/> days
Reminders Option # 3	From today plus <input type="text" value="60"/> days, until today plus <input type="text" value="90"/> days
Imp. Dates Option # 1	From today plus <input type="text" value="0"/> days, until today plus <input type="text" value="30"/> days
Imp. Dates Option # 2	From today plus <input type="text" value="30"/> days, until today plus <input type="text" value="60"/> days
Imp. Dates Option # 3	From today plus <input type="text" value="60"/> days, until today plus <input type="text" value="90"/> days
Visa Exp. Option # 1	From today plus <input type="text" value="0"/> days, until today plus <input type="text" value="30"/> days
Visa Exp. Option # 2	From today plus <input type="text" value="30"/> days, until today plus <input type="text" value="60"/> days
Visa Exp. Option # 3	From today plus <input type="text" value="60"/> days, until today plus <input type="text" value="90"/> days
Steps Option # 1	From today plus <input type="text" value="0"/> days, until today plus <input type="text" value="30"/> days
Steps Option # 2	From today plus <input type="text" value="30"/> days, until today plus <input type="text" value="60"/> days
Steps Option # 3	From today plus <input type="text" value="60"/> days, until today plus <input type="text" value="90"/> days



## **Related Articles:**

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How does tickler work?

<http://www.cerenade.com/eimmigration/HowDoesTicklerWork.pdf>

For more information and articles, please visit [www.eimmigration.com](http://www.eimmigration.com)