

HOW DOES TICKLER WORK?

Tickler keeps track of *Expiration Dates* for all documents (I-94, Passport, etc.), process steps, reminders, and custom important dates.

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

Home > Cerenade Eimmigration TEST Control Panel - Welcome Araceli Ornelas ([Sign out](#))

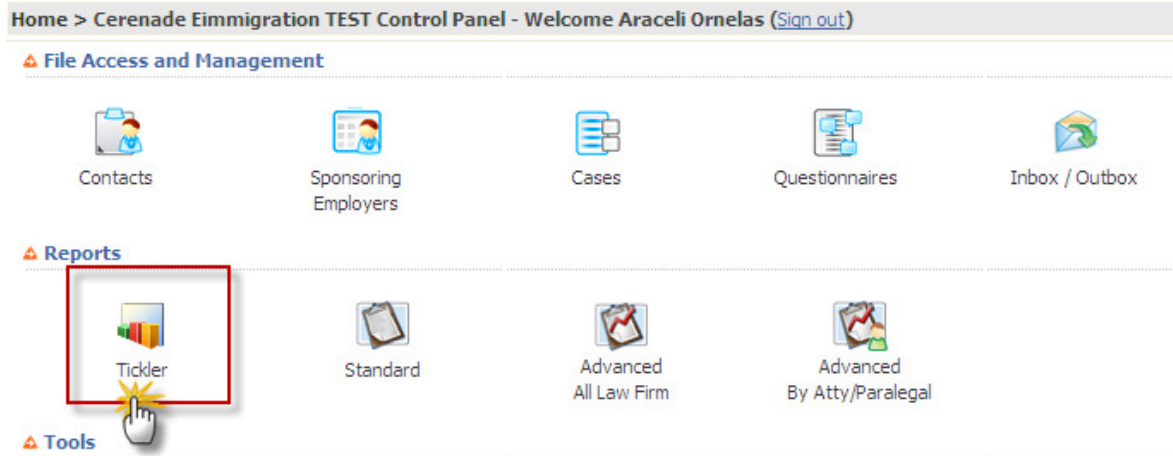
File Access and Management

Contacts Sponsoring Employers Cases Questionnaires Inbox / Outbox

Reports

Tickler Standard Advanced All Law Firm Advanced By Atty/Paralegal

Tools



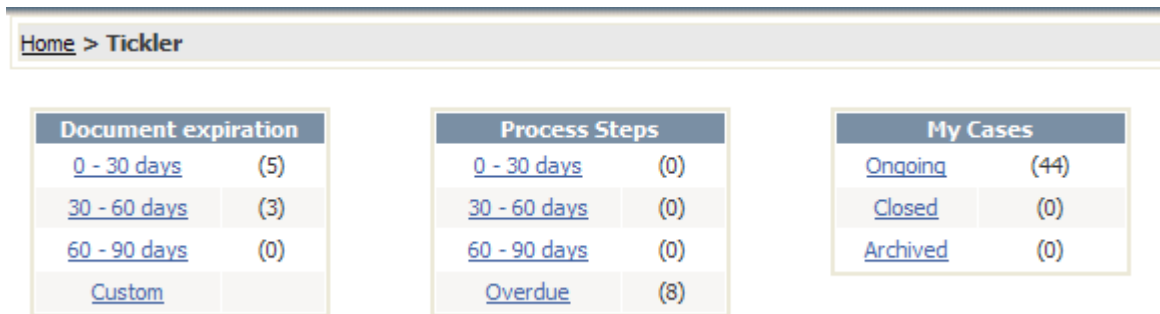
2) “Tickler window” displays documents, process steps, and cases, ordered by their expiration date.

Home > Tickler

Document expiration	
0 - 30 days	(5)
30 - 60 days	(3)
60 - 90 days	(0)
Custom	

Process Steps	
0 - 30 days	(0)
30 - 60 days	(0)
60 - 90 days	(0)
Overdue	(8)

My Cases	
Ongoing	(44)
Closed	(0)
Archived	(0)



Related Articles:

How to change the date range for tickler:

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

For more information and articles, please visit www.eimmigration.com