






HOW TO EMAIL REMINDERS





1) Go to **Home** then click on **Cases**.

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) Type data into search fields and click on **Find** button.

Home > **Contacts**

Search Existing Contacts

Status Active Archived All

Type Client Prospect Other All

First Name

Last Name

email

SSN


A #

Day phone number

Employer ▼





Law Firm Office ▼

Find

3) Open the case by clicking on the  icon.

Home > [Contacts](#) > Results

Results - 1 to 2 of 2 Page 1

Actions	Name	DOB	Status	Employer	email	Dayphone	SSN
 	Araceli OLASTNAME	11/09/2000	Client		araornelas30@gmail.com	562-318-0379	626-46-7330
 	Aratest ORNTEST	11/09/1972	Client			526-265-3481	646-72-3330

Results - 1 to 2 of 2 Page 1

4) Click on **Reminders** tab.

Home > [Cases](#) > [Aratest ORNTEST](#) ■ [I-130 IV](#) ■ [A99999](#)

General Info | Attorneys | Parties | Forms | Comments | **Reminders** | Documents | Steps

Basic Information | Receipts | Sponsoring Employer | Shipping

Basic Information

Save Changes | Case Preview

Case Number *

Created on *

Main Contact [Aratest ORNTEST \(Change Main Contact\)](#)

Process * [I-130 IV \(Change Process\)](#)

Filing Type *

Preference Type *

Office handling case *

Physical location of file







5) Under **Actions**, click on the envelope  icon.

Home > [Cases](#) > [Aratest ORNTEST](#) ■ [I-130 IV](#) ■ [A99999](#)

General Info | Attorneys | Parties | Forms | Comments | **Reminders** | Documents | Steps

Reminders

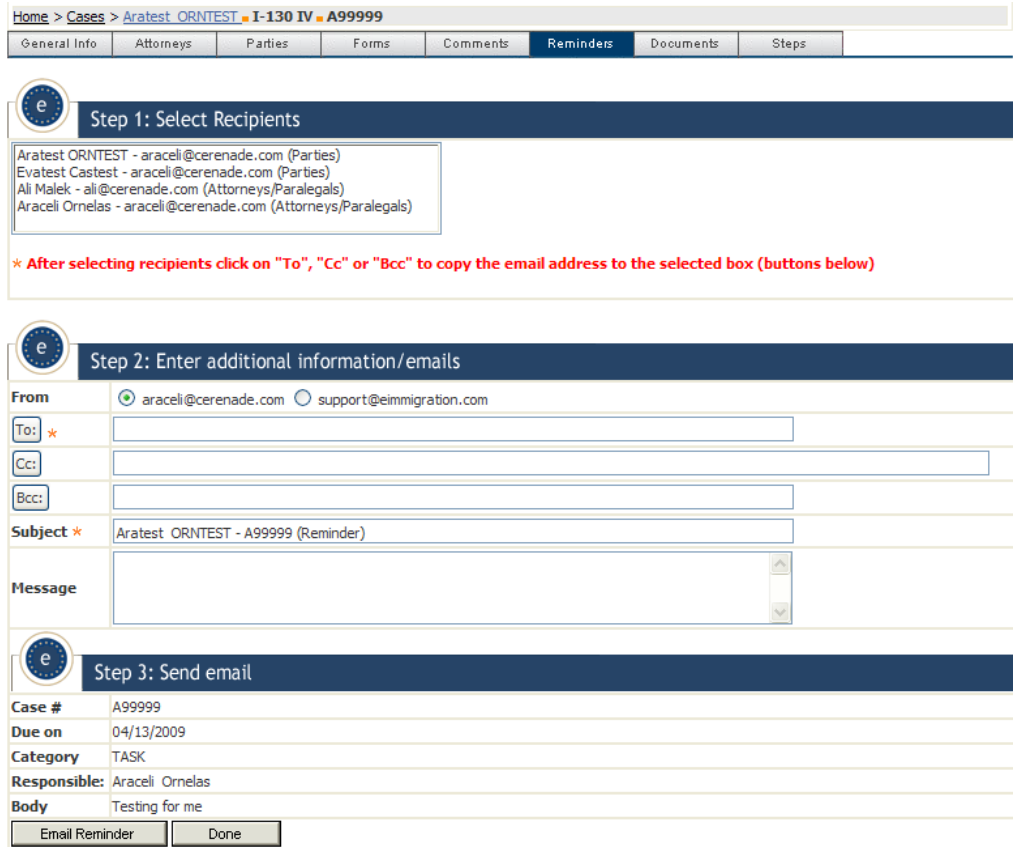
Add Reminder

Actions	Due Date	Description	Category	Responsible	Completed	Last Updated	Scheduled email on
  	04/13/2009	Testing for Kamal	TASK	Ali Malek	No		
  	04/13/2009	Testing for me	TASK	Araceli Ornelas	No		

6) Enter the information and when done, click on **Email Reminder** button.

NOTE:

- You can directly type email addresses (separated by comma) into the “To:” field or select recipients from the list and click the **TO:** button.
- To Select/Unselect multiple recipients from the list press and hold “Ctrl” key on your keyboard and then click on names from the list.



Home > Cases > Aratest_ORNTEST - I-130 IV - A99999

General Info Attorneys Parties Forms Comments Reminders Documents Steps

Step 1: Select Recipients

Aratest ORNTEST - araceli@cerenade.com (Parties)
Evatest Castest - araceli@cerenade.com (Parties)
Ali Malek - ali@cerenade.com (Attorneys/Paralegals)
Araceli Ornelas - araceli@cerenade.com (Attorneys/Paralegals)

* After selecting recipients click on "To", "Cc" or "Bcc" to copy the email address to the selected box (buttons below)

Step 2: Enter additional information/emails

From: araceli@cerenade.com support@eimmigration.com

To: *

Cc:

Bcc:

Subject * Aratest ORNTEST - A99999 (Reminder)

Message

Step 3: Send email

Case # A99999
Due on 04/13/2009
Category TASK
Responsible: Araceli Ornelas
Body Testing for me

Email Reminder Done

7) A confirmation message will appear on the screen.

Related Articles:

How to set reminders:

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

How does tickler work?

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

How to manage my calendar:

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

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