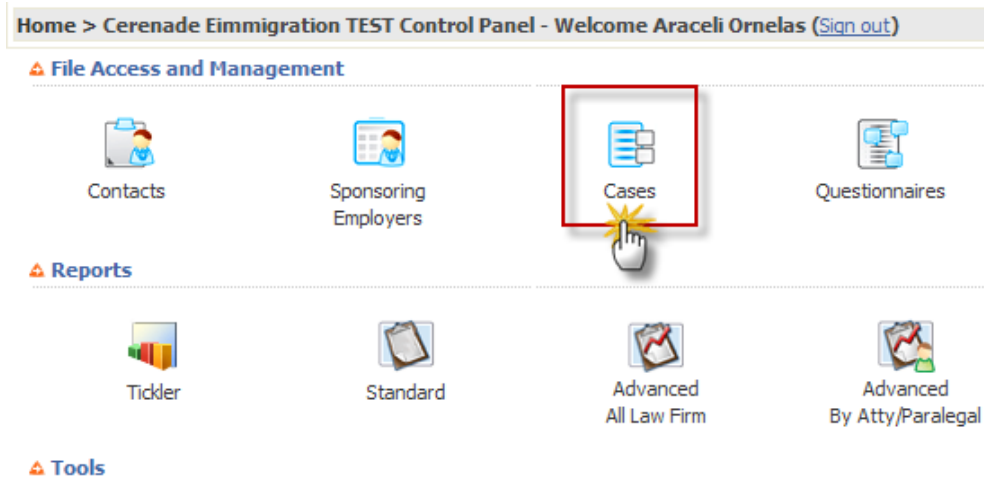


## HOW TO SET REMINDERS

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



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

File Access and Management

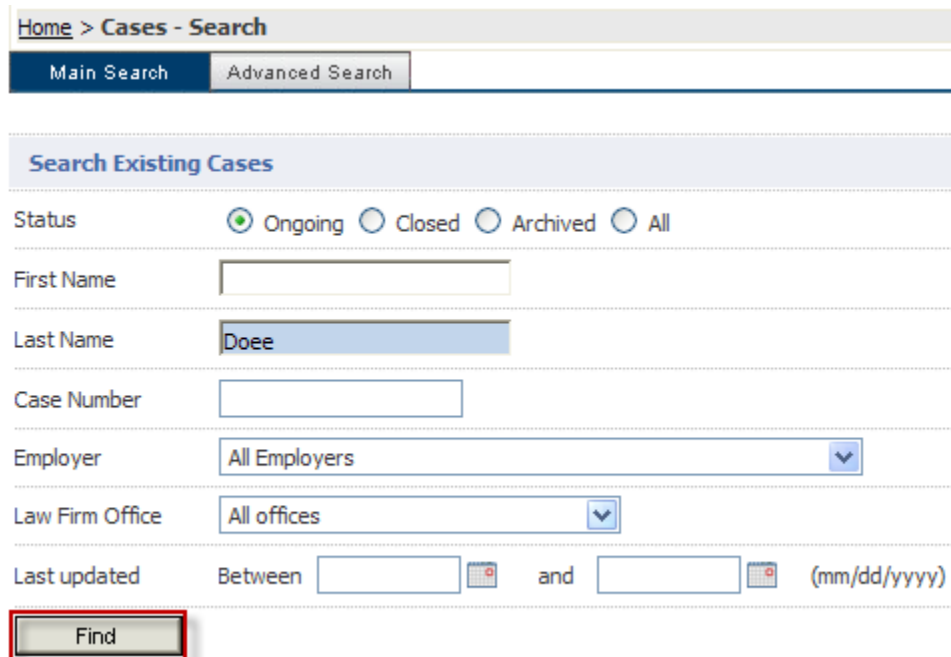
- Contacts
- Sponsoring Employers
- Cases**
- Questionnaires

Reports

- Ticker
- Standard
- Advanced All Law Firm
- Advanced By Atty/Paralegal

Tools

2) Type into search fields and click **Find** button.



Home > Cases - Search

Main Search | Advanced Search

**Search Existing Cases**

Status  Ongoing  Closed  Archived  All

First Name

Last Name


Case Number

Employer

Law Firm Office



Last updated Between  and  (mm/dd/yyyy)

**Find**

3) Open the case by clicking on the  icon.

Home > Cases > Results

Results 1 - 1 of 1 Page 1

Actions	Case Number	Name	Process	Employer
  <a href="#">Other</a>	A12345	Eddie DOEE	TestH1	

Results 1 - 1 of 1 Page 1

4) Click on the **Reminders** tab.

Home > Cases > Eddie DOEE - TestH1 - A12345

[General Info](#) | [Attorneys](#) | [Parties](#) | [Forms](#) | [Comments](#) | **Reminders** | [Documents](#) | [Steps](#)

[Basic Information](#) | [Receipts](#) | [Sponsoring Employer](#) | [Shipping](#)

**Basic Information**

<b>Case Number *</b>	A12345
<b>Created on *</b>	03/17/2009
<b>Main Contact</b>	Eddie DOEE ( <a href="#">Change Main Contact</a> )
<b>Process *</b>	TestH1 ( <a href="#">Change Process</a> )
<b>Filing Type *</b>	New Filing <input type="button" value="v"/>
<b>Preference Type *</b>	None <input type="button" value="v"/>
<b>Office handling case *</b>	Law Offices of Cerenade - California (CA - Inglewood - 90301) <input type="button" value="v"/>
<b>Physical location of file</b>	Physical location of file <input type="button" value="v"/>

5) Click **Add Reminder** button.

Home > Cases > Eddie DOEE - TestH1 - A12345

[General Info](#) | [Attorneys](#) | [Parties](#) | [Forms](#) | [Comments](#) | **Reminders** | [Documents](#) | [Steps](#)

**Reminders**

Actions	Due Date	Description	Category	Responsible	Completed	Last Updated	Scheduled email on
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6) Enter the information and once done click **Add Reminder** button.

Home > Cases > Eddie DOEE - TestH1 - A12345

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

### Add Reminder

Due date \*  (mm/dd/yyyy)


Email on  (mm/dd/yyyy) - An email is sent to all Atty/Paralegals linked to the case.

Category \* Task

Responsible \* Ali Malek

Description \* Need a copy of passport, ID, and work history information.

**Add Reminder** Cancel




7) The reminders window will display. If you want to update/modify an existing reminder, click on  icon. If you want to add another reminder, click on **Add Reminder** button.

Home > Cases > Eddie DOEE - TestH1 - A12345

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

### Reminders






**Add Reminder**

Actions	Due Date	Description	Category	Responsible	Completed	Last Updated	Scheduled email on
  	03/20/2009	Need a copy of passport, ID, and work history information.	TASK	Araceli Ornelas	No		

**Note:** On the Home page to the right side you will see **My Reminders** box, which displays how many reminders you have. To view the reminders just click on the day's link.

Reminders	
<a href="#">0 - 30 days</a>	(0)
<a href="#">30 - 60 days</a>	(1)
<a href="#">60 - 90 days</a>	(0)
<a href="#">Overdue</a>	(5)

Release Notes	
▼ Help Center	
	<a href="#">Updates and Releases</a>
	<a href="#">Info Center</a>
	<a href="#">How-to videos</a>
	<a href="#">Send us a message</a>
	<a href="#">Contact us</a>



## **Related Articles:**

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How to email reminders:

<http://www.cerenade.com/eimmigration/HowToEmailReminders.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](http://www.eimmigration.com)