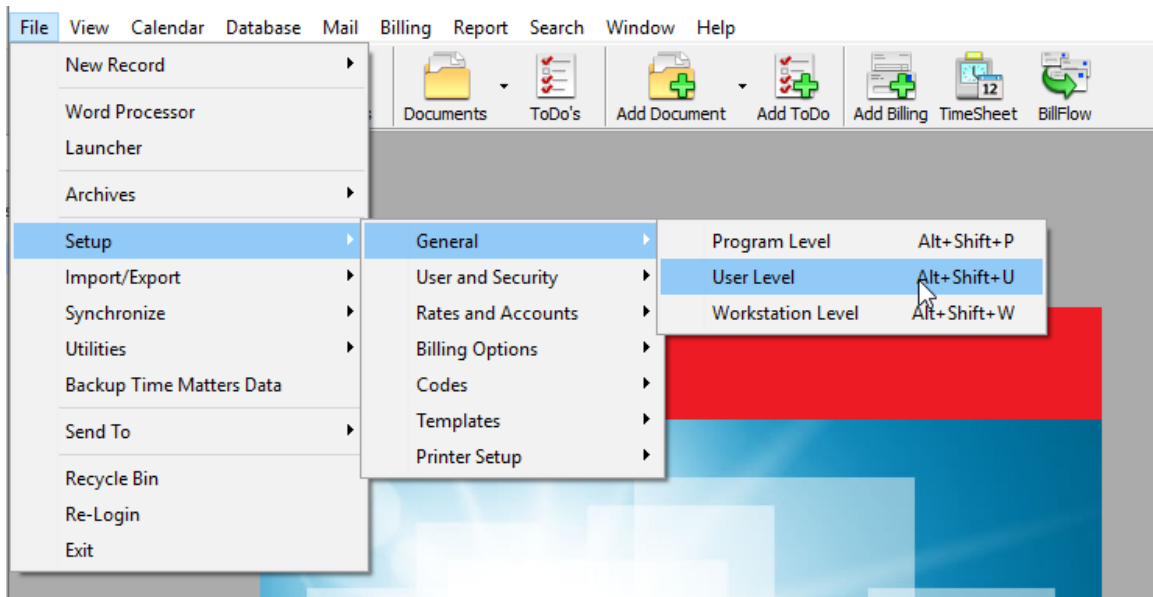
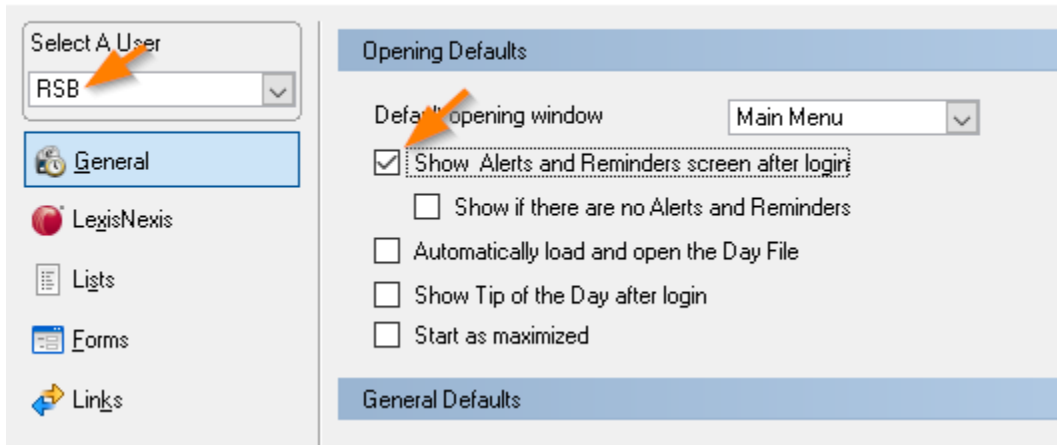


Time Matters - Reminders

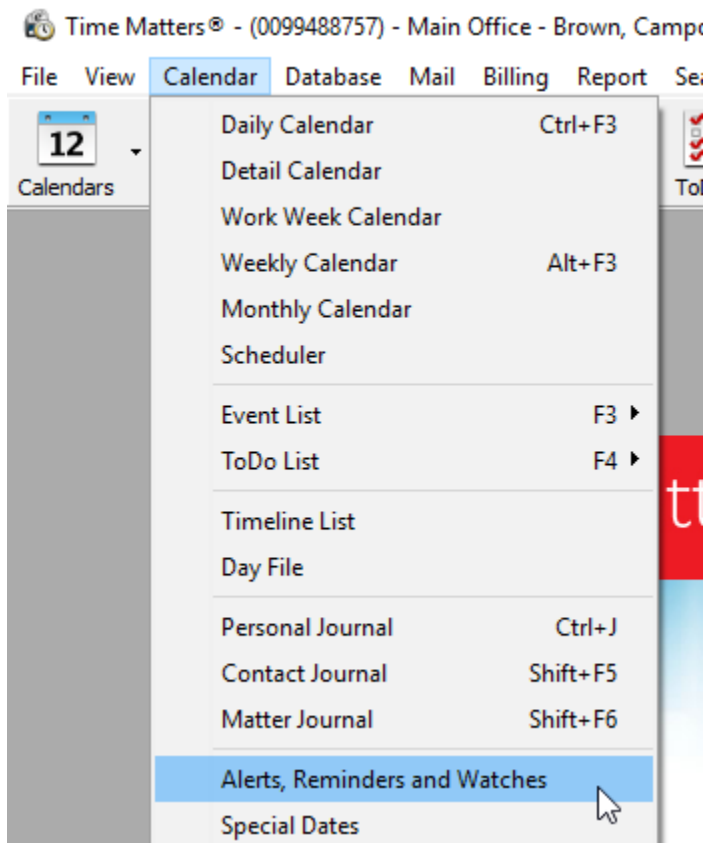
By Wells H. Anderson



User Level Setup



Time Matters - Reminders



For each user, login as the user and modify the Alerts options.

Time Matters - Reminders

Alerts, Reminders, and Watches

File Edit View Search Process

Alerts, Reminders, and Watches

View Options Close

Staff MSIMaria Sienna Date 8/22/2019

Alerts, Reminders, and Watches Screen Options

General Fields Inactivity Watch

Select the Record Type and Order they are shown..

- Marketing
- Birthday
- Event
- ToDo**
- Contact
- Matter
- Notes
- Document
- Phone
- Email
- Web
- Billing
- Outline

Up

Down

Click the Up button multiple times to move the ToDo list to the top.

Show Separator Color by Record Type

Show Record Type Icons

Show Records that have been Marked Done

Show Title Bar

Title Bar Color Style Red

About Active Practice



Wells H. Anderson specializes in Time Matters and Billing Matters software, offering customization, training and support via telephone, web conferencing, and training materials.

Platinum Certified in Time Matters Software and Winner of the Legal Technology Consultant of the Year Award for 2000 from TechnoLawyer, he is president of Active Practice.

Please call to find out how he can help you become more efficient and profitable with Time Matters Software.

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Training and Customizing Time Matters

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