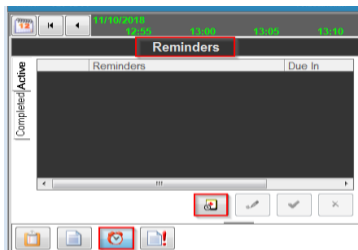# Reminders

Reminders can be set to prompt completion of a particular task, for example, when a pre-existing medication is due.
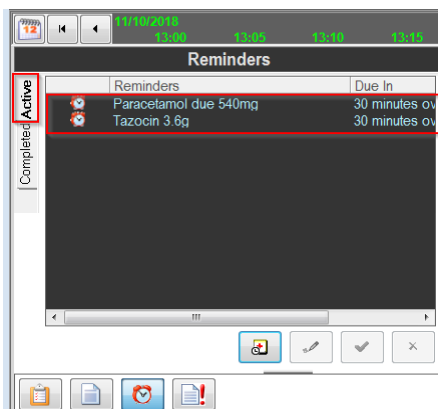
Adding a Reminder

1. Click on the reminders (alarm clock) icon in the lower-left corner of the Anaesthesia Record. The reminders panel opens.
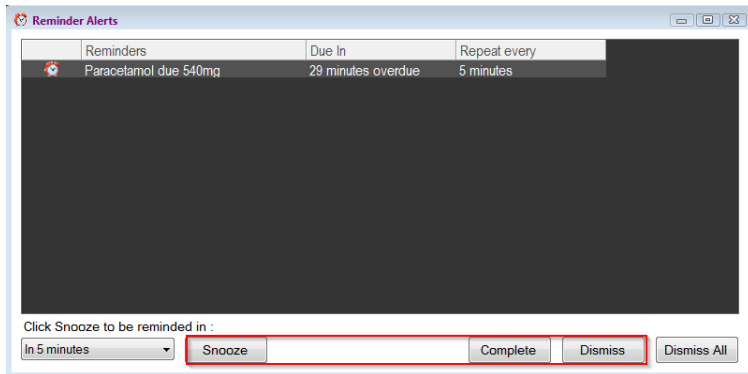

2. Click on the New Reminders icon **(+ Alarm Clock).** The Add Reminder window appears.

3. Enter a Reminder name, Due time/ time period, Alert time and Repeat Reminder frequency.

4. Click **OK**.

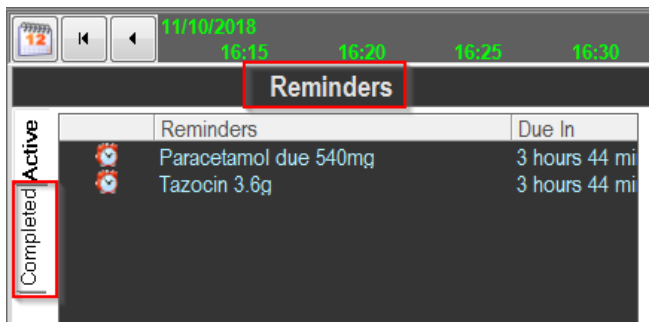5. Active reminders show in the Active tab
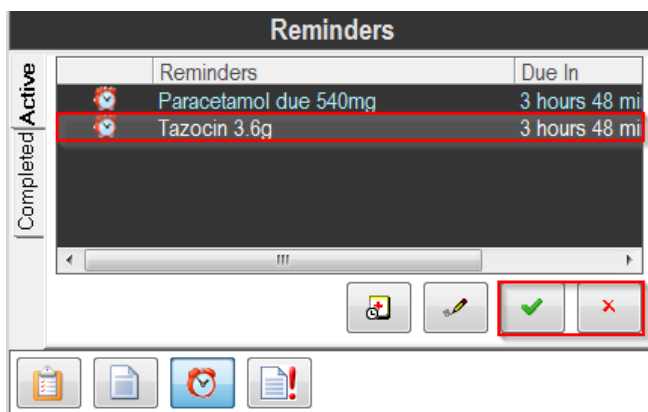

Reminder Alerts

When a reminder alert is due, the Reminders Alert dialog box appears in the top left hand corner of the Anaesthesia Record.

- Click the appropriate button Snooze/ Complete/ Dismiss.
- Reminders can also be completed or dismissed by clicking on the **tick** or **cross** icon.
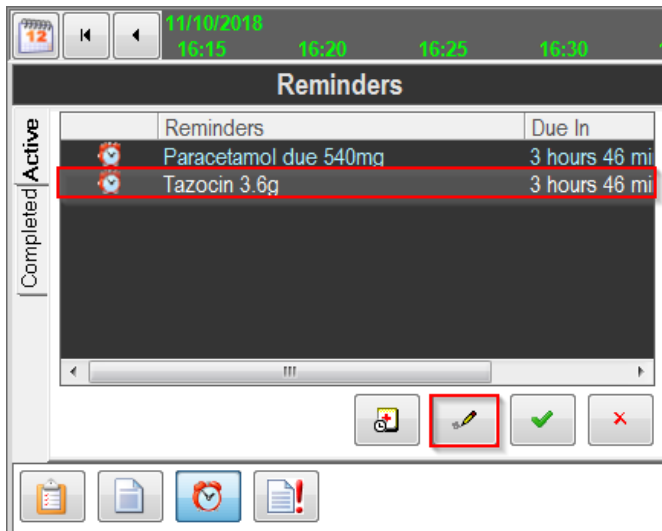

Completed reminders are displayed on the Completed tab of the Reminders panel.

Editing a Reminder

1. Click on the pencil icon in the Reminders panel.

2. A Modify Reminder window appears, similar to the Add Reminder window.
3. Edit details; Reminder Name, Due time/ time period, Alert time and Repeat Reminder frequency.
4. Click **OK**.