

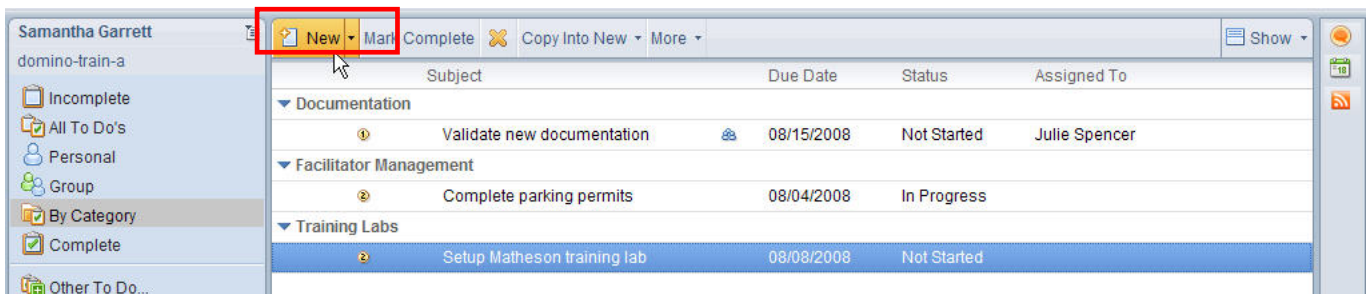
Using the Notify Me option

If you created and assigned a task to a person or group, a copy of that task is kept in your To Do list. You can view when the person or group completes it or if it's overdue.

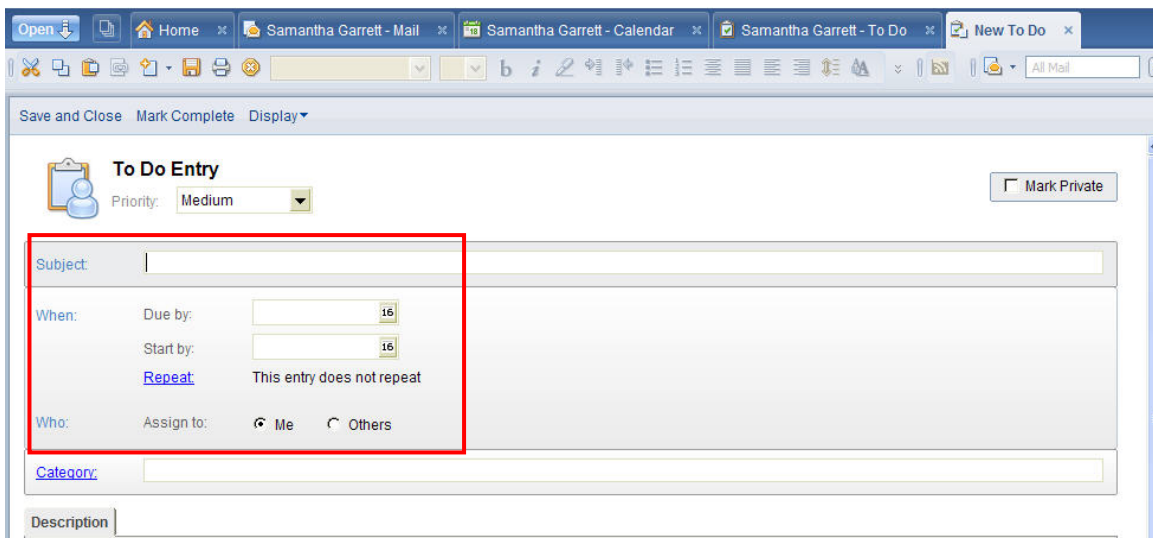
You can set the option to “notify me” which sets a pop up alarm to notify you when the task is due. The **Notify Me** option will need to be set when you are creating the To Do item.

Creating a new To Do item and assigning it to another person

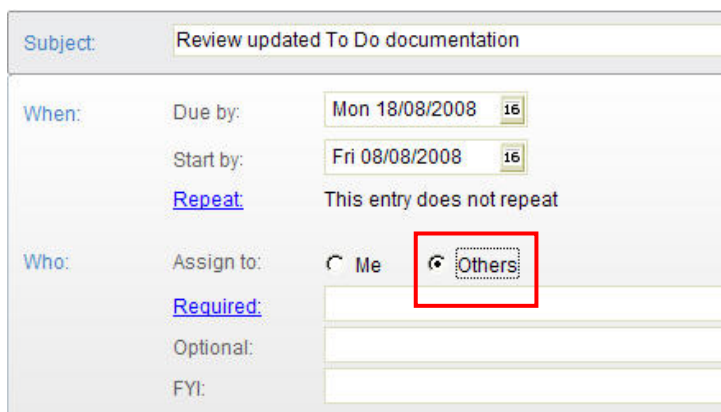
1. Click on the **To Do** icon on the **Home** page to access your To Do list.
2. Click on the **New To Do Item** button on the **Action** bar.



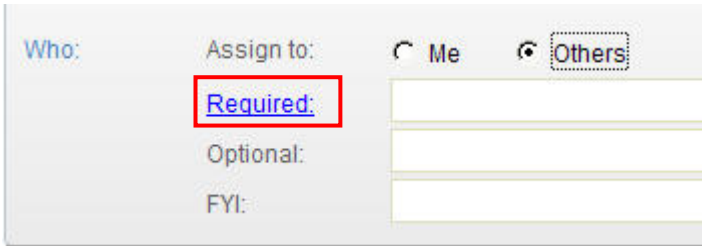
3. The **New To Do item** tab will open. Type in the details.



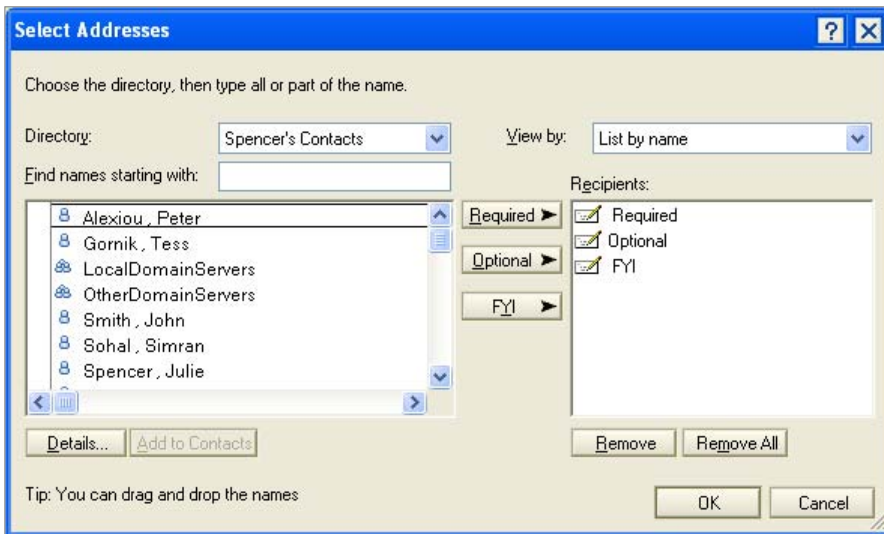
4. In the section titled **Assign To**, click on the option **Others** to assign the task to another person.



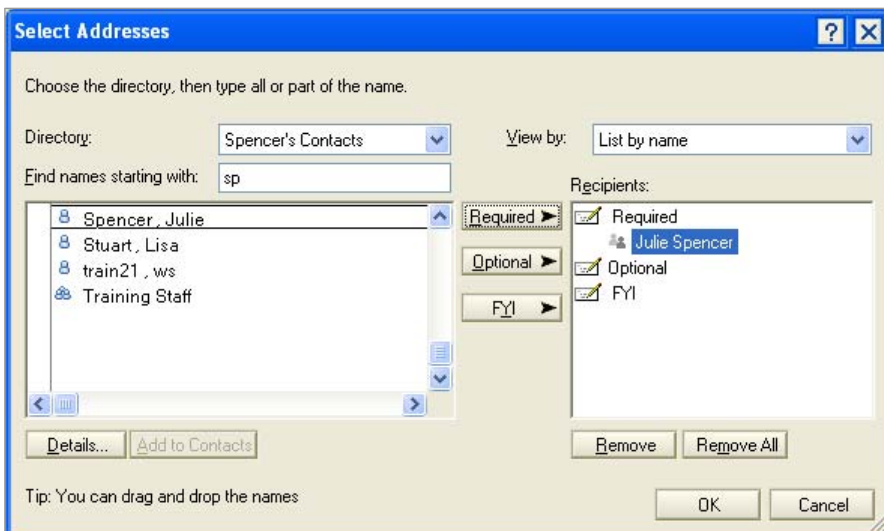
5. Click on the **Required** to access your directory list.



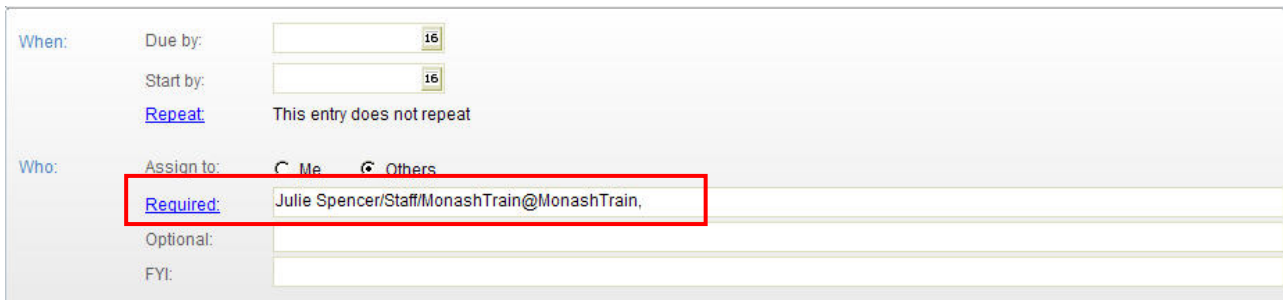
6. Select the appropriate directory then find the person's name.



7. Click on the **Required** button to add the person's name to the recipient list and click on **OK** when you have completed adding all recipients.



8. The recipient's name will be displayed in the **Required** text field.



When: Due by: [] 16
 Start by: [] 16
 Repeat: This entry does not repeat

Who: Assign to: C Me Others
 Required: Julie Spencer/Staff/MonashTrain@MonashTrain,
 Optional:
 FYI:

9. Enter a due date in the **Due by** field. Tick the checkbox for **Notify Me** in the To Do item.



Save and Send Assignments Save as Draft Display Delivery Options...

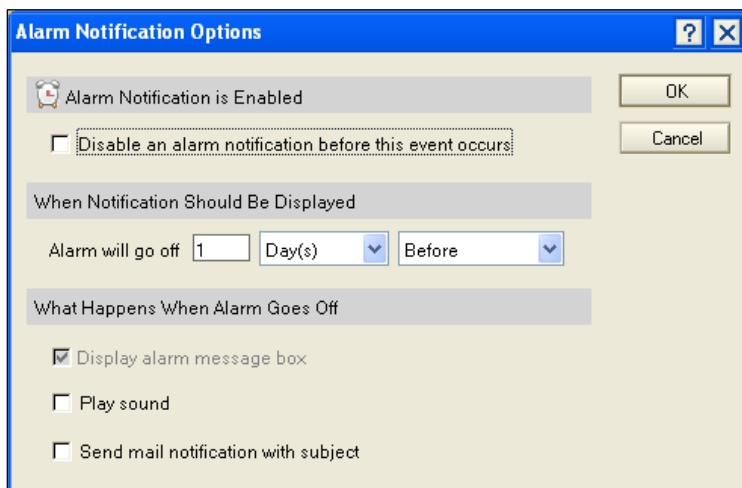
Return receipt Sign Encrypt

Group To Do Entry

Priority: Medium

Mark Private
 Notify Me

10. The **Alarm Notifications Options** dialog box will open.



Alarm Notification Options

Alarm Notification is Enabled [OK] [Cancel]

Disable an alarm notification before this event occurs

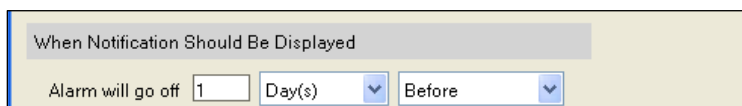
When Notification Should Be Displayed

Alarm will go off 1 Day(s) Before

What Happens When Alarm Goes Off

Display alarm message box
 Play sound
 Send mail notification with subject

11. Select the duration you would like Notes to display a notification prior to the start of the event.



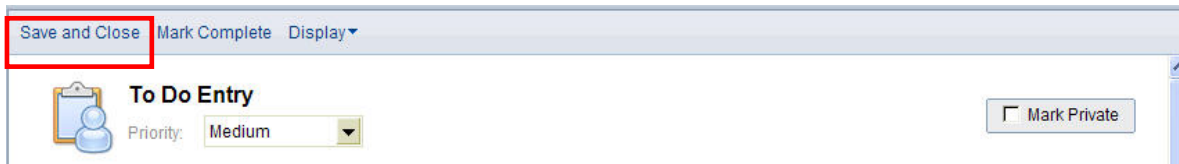
When Notification Should Be Displayed

Alarm will go off 1 Day(s) Before

12. As an extra security measure, you can tick the box for **Send mail notification with subject** as a reminder.

13. Click on **OK** to complete the action.

14. After you have typed in all required details, click on the **Save And Close** button to save your new To Do item and close the window.



- The recipient will receive the To Do item from you and it will be placed directly into their To Do list with details of the To Do item in the subject line.

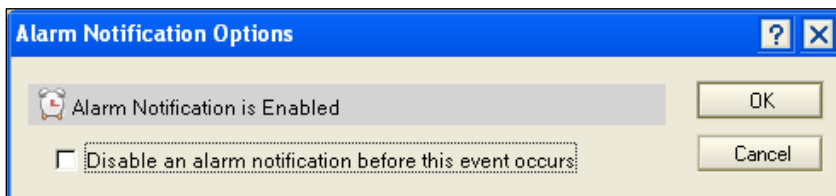
Disable notification

You can disable the notification for a To Do item.

1. Select your To Do item, and then double click on the To Do item to open it.
2. Click on the **clock icon** to open the **Alarm Notifications Options** dialog box.



3. The **Alarm Notifications Options** dialog box will open.
4. Remove the tick from **Disable an alarm notification before this event occurs**.

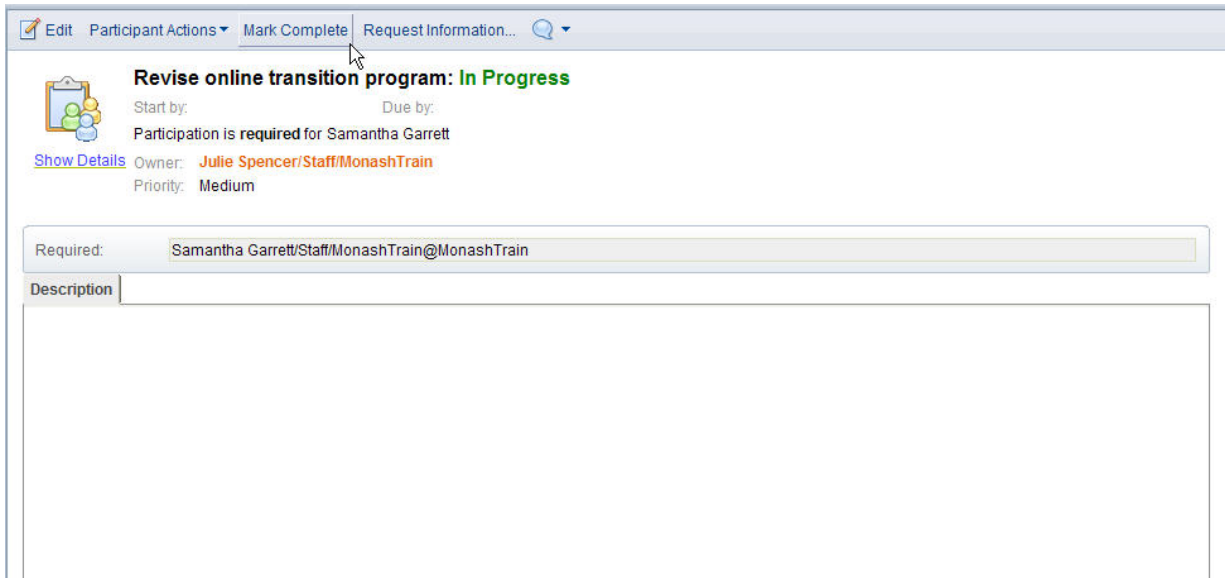


5. Click on **OK** to complete the action.

Marking a To Do item as completed

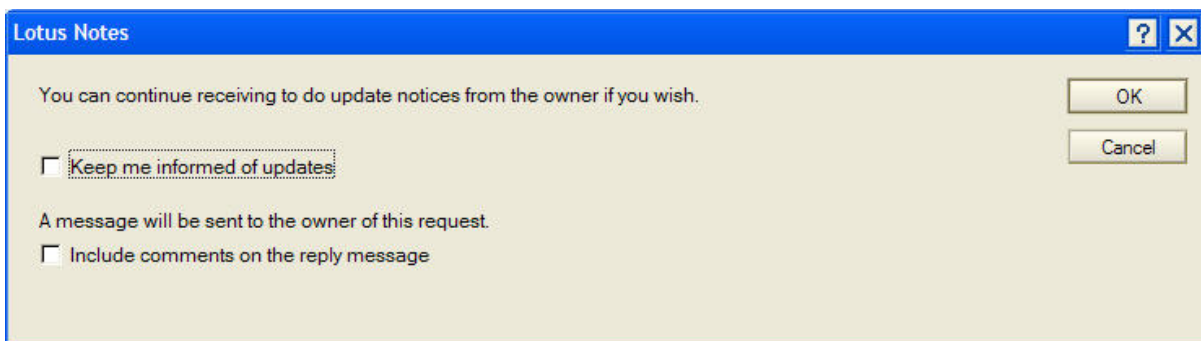
If you have been assigned a To Do item, the sender of the item is automatically notified when you mark the task complete.

1. Click on the **To Do** icon on the **Home** page to access your To Do list.
2. Open the To Do item by double clicking on the To Do item.
3. Click on the **Mark Complete** button.



4. You can choose to continue receiving updates about the To Do item by selecting **Keep me informed of updates**.

5. If you would like to include comments in the completion message sent to the owner, select **Include comments on the reply message**.



- The To Do item will remain in your To Do list, but the status will be noted as completed on a date and the icon will be a green tick.

	Subject	Due Date	Status	Assigned To	Catego
🕒	Validate new documentation	15/08/2008	Not Started	Julie Spencer	Docum
🕒	Setup Matheson training lab	08/08/2008	Not Started		Trainin
🕒	Review updated To Do documentation	18/08/2008	Not Started	Julie Spencer	
✅	Complete parking permits	04/08/2008	Completed on 08/04/2008		Facilita