



12

**Adding
automatic
reminders**

Contents

1	Choosing from the main menu	12-1
2	Adding a reminder	12-2
3	Working with your reminders	12-4
	Fast Track	12-7



12 Adding automatic reminders

1 Choosing from the main menu

You can have PROFS remind you of a number of things: meetings, appointments, important dates or events, and so forth. You can add several reminders, and each one will appear on your main menu at the time and date you specify.

If you are not viewing your main menu when it's time for the reminder, PROFS will hold the message until the next time you view your main menu or subset menu. If you are not signed on to PROFS when it is time for your reminder to appear, PROFS will hold the message until you sign on again. If your terminal has an automatic audible alarm, the alarm will sound when you return to your main menu to see the message.

You can:

- Add a reminder (see “Adding a reminder” later in this chapter).
- View the reminder, change it, or erase it by typing certain commands on the main menu (see “Working with your reminders” later in this chapter).

At the end of this chapter, you'll find a “fast-track” diagram that summarizes the chapter pictorially.

2 Adding a reminder

To add a reminder, press **PF10** on the main menu. PROFS shows you screen X03, "Add an Automatic Reminder."

ADD AN AUTOMATIC REMINDER
X03

To have PROFS remind you of an event, type in the date and time you want to be reminded. Also, type in the note you want PROFS to show you at that time.

Time: 4:17 PM

1987		JANUARY							1987	
S	M	T	W	T	F	S				
					1	2	3			
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30	31				
							Day of Year: 023			

Date: 01/23/87

Time: 5:00pm

Note:
Check the road conditions due to ice storms in area.

To have PROFS remind you several times, type below the number of times you want the reminder repeated and the number of minutes between each reminder.

Times: 3 Minutes: 5

Then, press ENTER to send the information to PROFS.

PF9 Help PF10 Next Month PF11 Previous Month PF12 Return

PROFS fills in today's date automatically.

You type the time you want to be reminded and what you want to be reminded of.

This is the number of times you want to be reminded and the number of minutes between each reminder.

To add a reminder, follow these steps:

1. Type the **date** and **time** you want to be reminded. PROFS automatically fills in today's date, so you must type over the date if the reminder is for another date. (See Appendix I for information on how to type dates and times.)
2. Type what you want to be reminded about under the word "Note."

If you would like the reminder repeated, follow these additional two steps:

3. Type the **number of times** you want the message repeated after the word "Times." PROFS will repeat a reminder up to nine times.
4. Type the **number of minutes** between each reminder after the word "Minutes." PROFS will accept from 1 to 99 minutes.
5. Press ENTER to add the automatic reminder.

PROFS will show you the reminder note on the main menu or subset menu at the times you specify. If you are not on the main menu when it's time for the reminder, you will not see the message until the next time you are on the main menu.

3 Working with your reminders

After you have added a reminder, you can view, change, or erase it by typing commands on the main menu's command line.

PROFS MAIN MENU A00

Press one of the following PF keys.

PF1	Process calendars	Time: 11:17 AM
PF2	Open the mail	
PF3	Find documents	1987 JANUARY 1987
PF4	Process notes and messages	S M T W T F S
PF5	Prepare documents	1 2 3
PF6	Process documents from other sources	4 5 6 7 8 9 10
PF7	Process the mail log	11 12 13 14 15 16 17
PF8	Check the outgoing mail	18 19 20 21 22 23 24
		25 26 27 28 29 30 31
PF10	Add an automatic reminder	Day of Year: 002
PF11	View main menu number 2	
		PF9 Help PF12 End

====> _

Mail Waiting

Your reminder appears here.

Type commands here.

Viewing your reminders

If you want to view all the reminders you've added but which have not yet expired, type

REMINDER View

on the command line on the main menu. PROFS shows you all of your reminders, along with the date and time of each.

Note: Sometimes you must type the whole command, and sometimes you can use an abbreviated command such as **REMINDER DELeTE**. You have to type only the part of the command shown in uppercase.

If you want to view only the reminder that is scheduled to appear next, type

REMINDER Next

on the command line on the main menu. PROFS shows you the next reminder, along with the date and time it will appear.

If you want to view your reminders for specific days, type **REMINDER View**, followed by the **beginning date** and the **ending date**, on the command line on the main menu. For example, to view your reminders from November 8 to November 10, inclusive, type

REMINDER View 11/8 11/10

PROFS shows you the reminders for that period. If you only type one date, PROFS shows you the reminders for that date alone.

Changing your reminders

If you want to change the time or date of a reminder, type **REMINDER Change**, followed by the **old date and time** and then the **new date and time**, on the command line on the main menu. For example, to change the reminder time from October 6 at 2:30 to October 7 at 3:30, you would type

REMINDER CHange 10/6 230 10/7 330

PROFS makes the change and shows you the reminder before and after the change. (See Appendix I for information on how to type dates and times.)

Note: The reminder note, number of times, and minutes between each time cannot be changed. If you want to change any of these, you should erase that reminder and add a new reminder with the corrected information.

Erasing your reminders

If you want to erase a future reminder, type **REMINDER DELeTe**, followed by the **date and time** of that reminder, on the command line on the main menu. For example, to erase a reminder for October 7 at 3:30, you would type

REMINDER DELeTe 10/7 330

PROFS erases the reminder and shows you a message that it has been erased.

If you want to erase an **active** reminder (one that has started to remind you, repeatedly), type **REMINDER CAnceL** on the command line on the main menu. For example:

REMINDER CAnceL

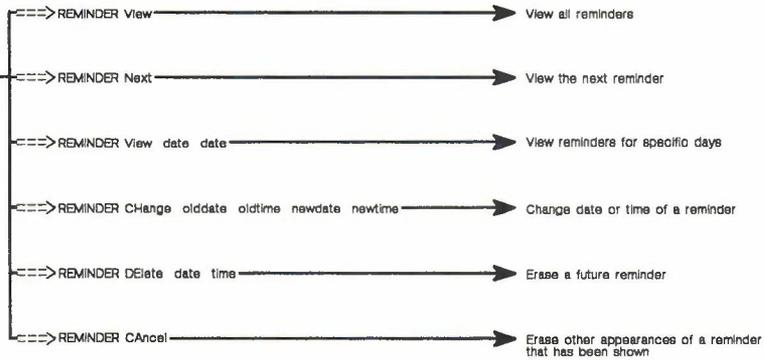
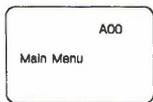
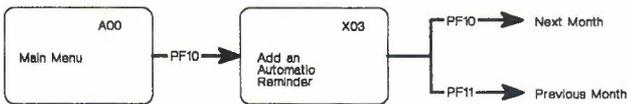
PROFS cancels the reminder but does not show you a message that the reminder has been cancelled.



12 Adding Automatic Reminders

Fast Track

To add a reminder:



On all screens:

PF 9 Help

PF12 Return (except PF12 "End" on A00)

You cannot change the text of a reminder. To change the text, delete or cancel and add a new reminder.