

# **SYS-REMINDER SOFTWARE**

## **User Manual**



**SYSTECH Softwares Pvt Ltd**

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#29/1, 3<sup>rd</sup> floor, 5<sup>th</sup> Main, Chamrajpet, Bangalore- 560018( Above Andhra Bank)

Ph :(080) 26612687 (0) 9845020165

URL: [www.systechsoftwares.com](http://www.systechsoftwares.com), [info@systechsoftwares.com](mailto:info@systechsoftwares.com)

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**SYSTECH Softwares Pvt. Ltd.**

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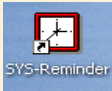

# INTRODUCTION

Sys Reminder Software assists in keeping track of your Day to Day activities and constantly reminds you of your Day's Agenda / Task.

The Following options which reflects:

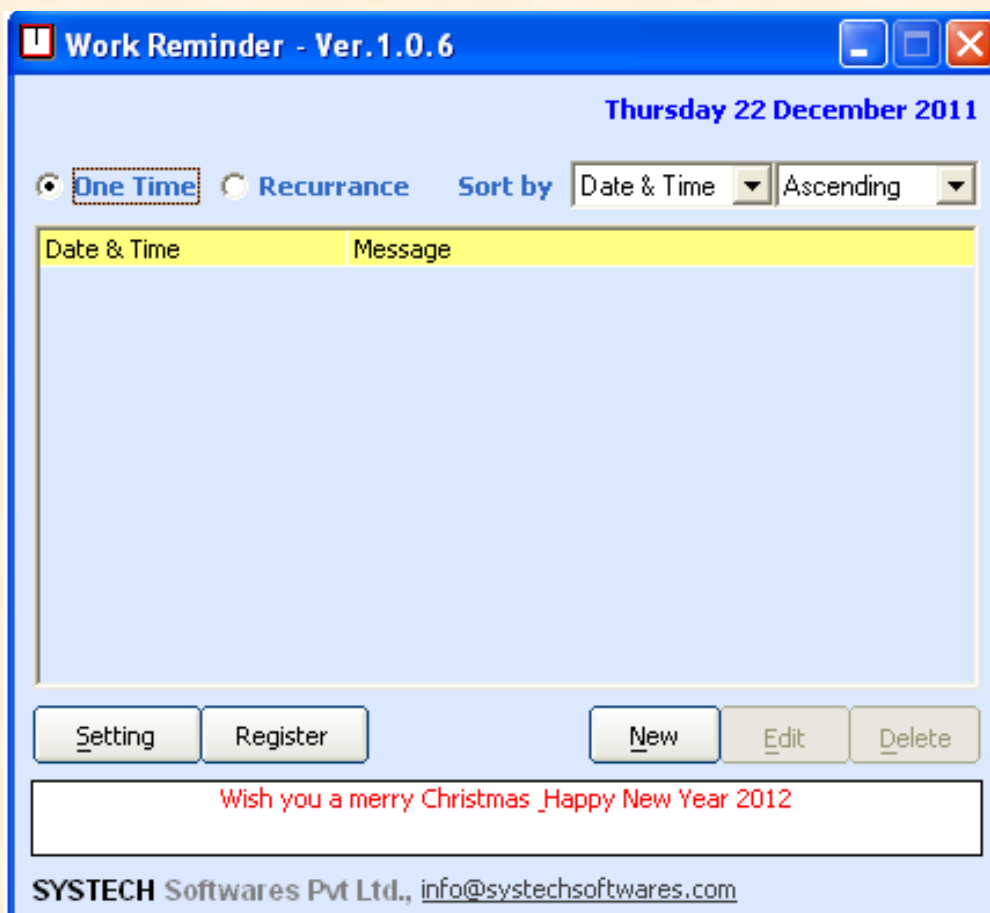
- **One Time:** This option will Remind you only Once
- **Recurrence:** This option will keep reminding you on a fixed Time Slot
- **Sort By:** This Option helps you to Sort your reminder on Priority Basis
- **New:** This option helps you to add a reminder
- **Edit:** To update the existing reminder
- **Delete:** To delete the existing reminder
- **Enabling SMS Feature**
- **Setting (Click to add Mobile Number and Snooze)**

# GETTING STARTED

On installation, Double Click the Icon , you get  this icon on your Task Bar.

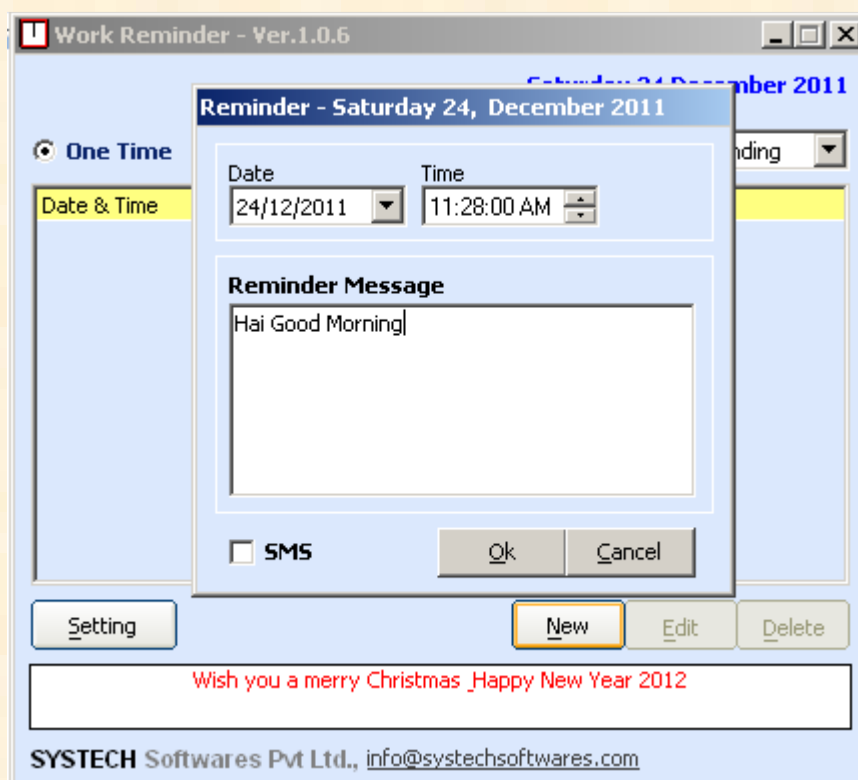
Click the icon  to open the software.

You can view a screen as shown below: **Work Reminder**



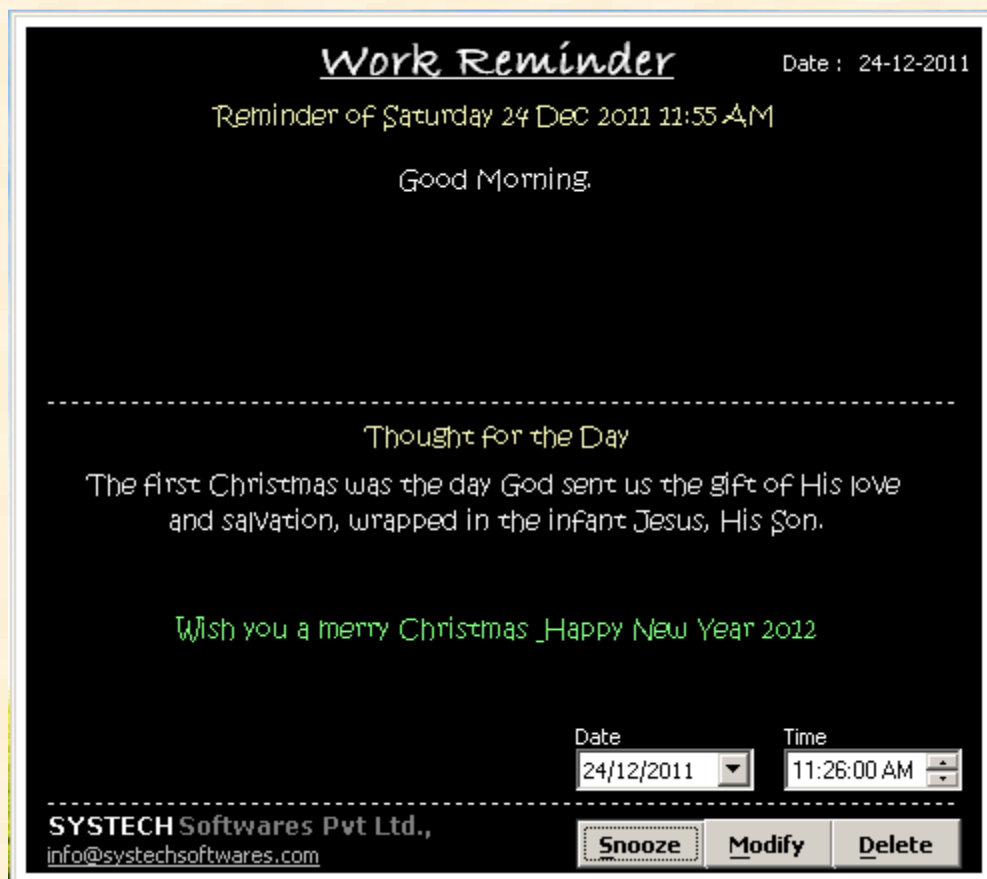
# ADD REMINDER

Click on “New” for set Reminder.



Select One time Reminder, enter Date / Time / Message and Click ok.

Your reminder will be displayed on your Desktop



Work Reminder Date : 24-12-2011

Reminder of Saturday 24 Dec 2011 11:55 AM

Good Morning.

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Thought for the Day

The first Christmas was the day God sent us the gift of His love and salvation, wrapped in the infant Jesus, His son.

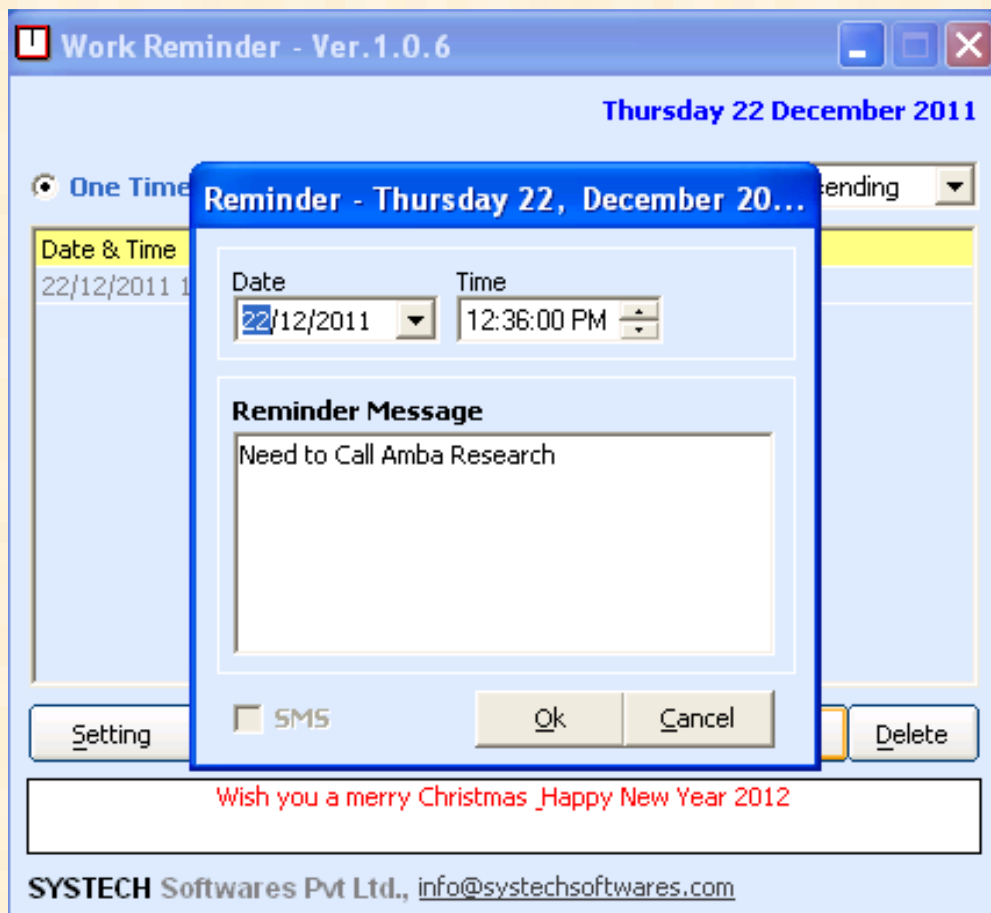
Wish you a merry Christmas \_Happy New Year 2012

Date: 24/12/2011 Time: 11:26:00 AM

SYSTECH Softwares Pvt Ltd.,  
info@systechsoftwares.com

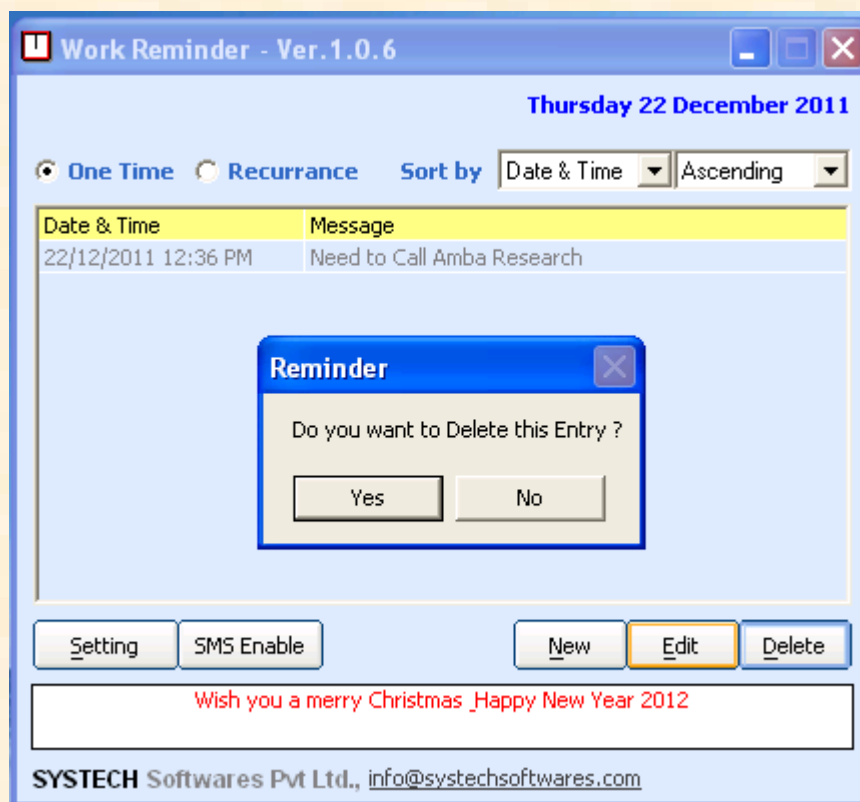
# EDIT REMINDER

Select the particular reminder that you want to change and click on "modify" and edit the Date & Time as required and click on OK.



# DELETE REMINDER

Select the Particular reminder that you want to Delete and click on the “ Delete” option and click on Yes button for the entry to delete.



# Recurrence Reminder

Select “Recurrence” Option, to be reminded daily, weekly, monthly, Quarterly, Half Yearly, yearly etc, as required by changing the date, month & year and the time.

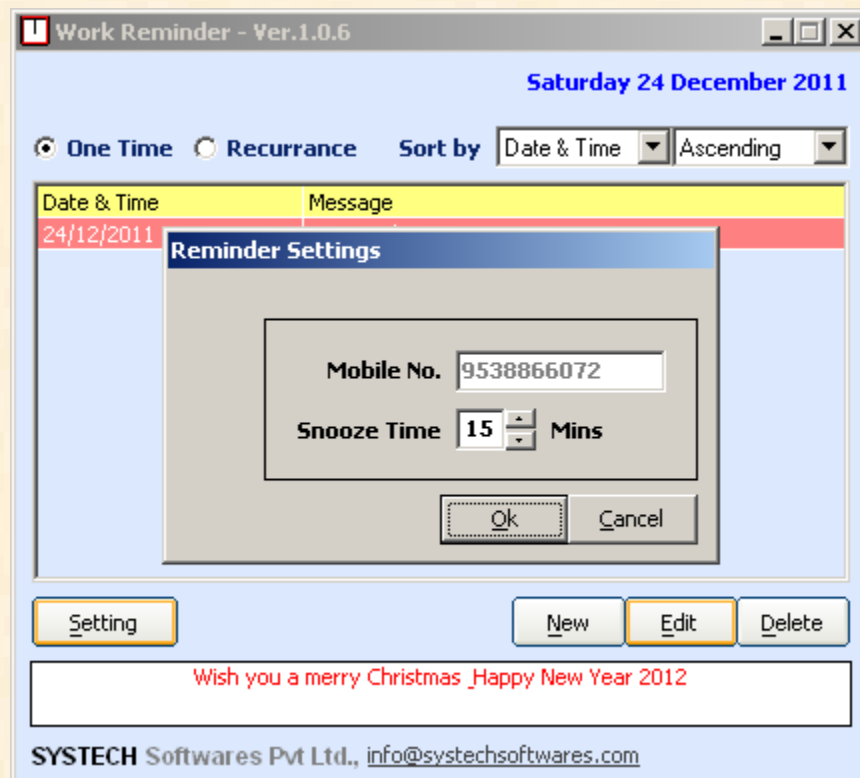
Range of recurrence : Number of times to be reminded accordingly.

The screenshot shows the 'Work Reminder - Ver.1.0.6' application window. The title bar indicates the reminder is for 'Saturday 24, December 2011'. The interface is split into two main sections. On the left, there are radio buttons for 'One Time' and 'Recurrence', with 'Recurrence' selected. Below this is a table with columns 'Date & Time' and 'Message'. At the bottom left, there is a 'Setting' button and a text box containing 'Wish you a merry Christmas'. The bottom left corner of the window displays 'SYSTECH Softwares Pvt Ltd., in'. On the right side, there are two dropdown menus for 'Date' (set to 24/12/2011) and 'Time' (set to 11:46:00 AM). Below these is a large empty text area for the 'Reminder Message'. Further down, there is a vertical list of recurrence options: Daily, Weekly, Monthly, Quarterly, Half Yearly, and Yearly. To the right of this list is the 'Range of recurrence' section, which includes 'End After' (with an empty input field) times, and 'OR' followed by 'End by' (with a dropdown menu set to 24/12/2011). At the bottom right, there is an 'SMS' checkbox, and 'Ok' and 'Cancel' buttons.

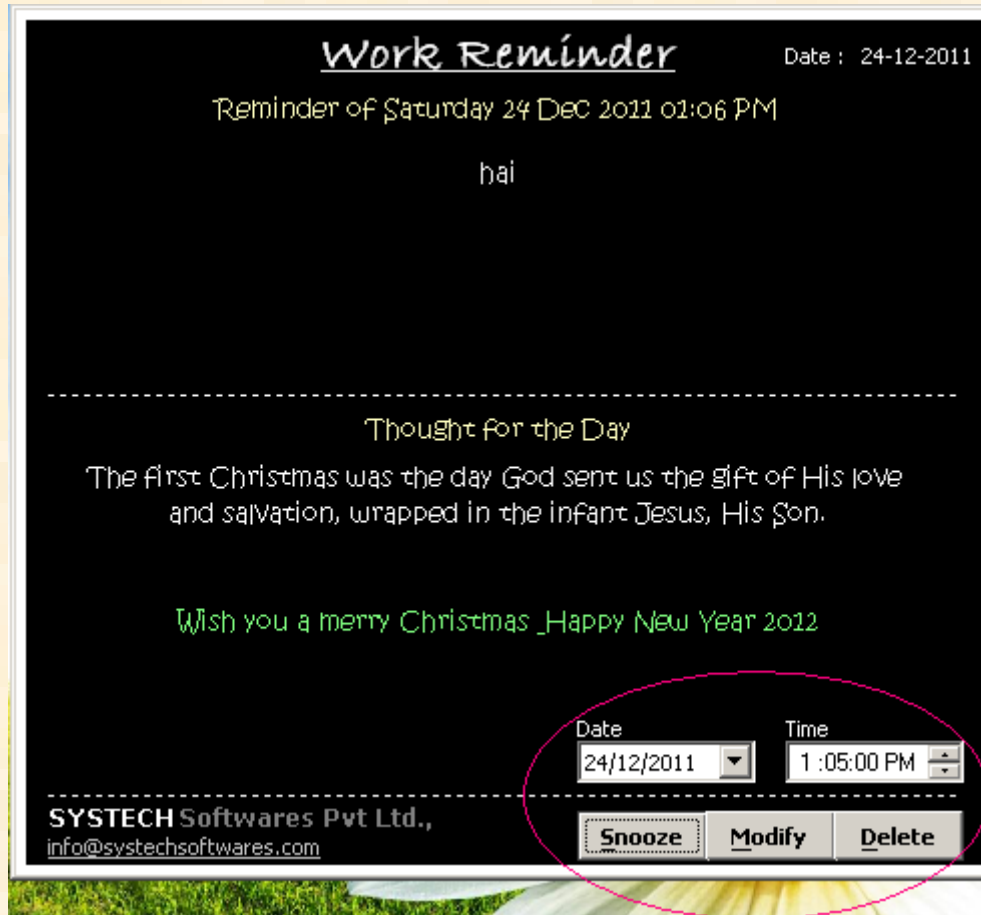
Click ok and Exit.

# Snooze Reminder

If you click on Snooze, the window will close and appear on the snooze time, 15 minutes is the default time, though can be set upto 1 hour.



If you want to be reminded the same work later. Then, first change the date & time of the same Reminder and click on “Modify” option.



Once the reminder comes & you want to delete it. Click on delete option.