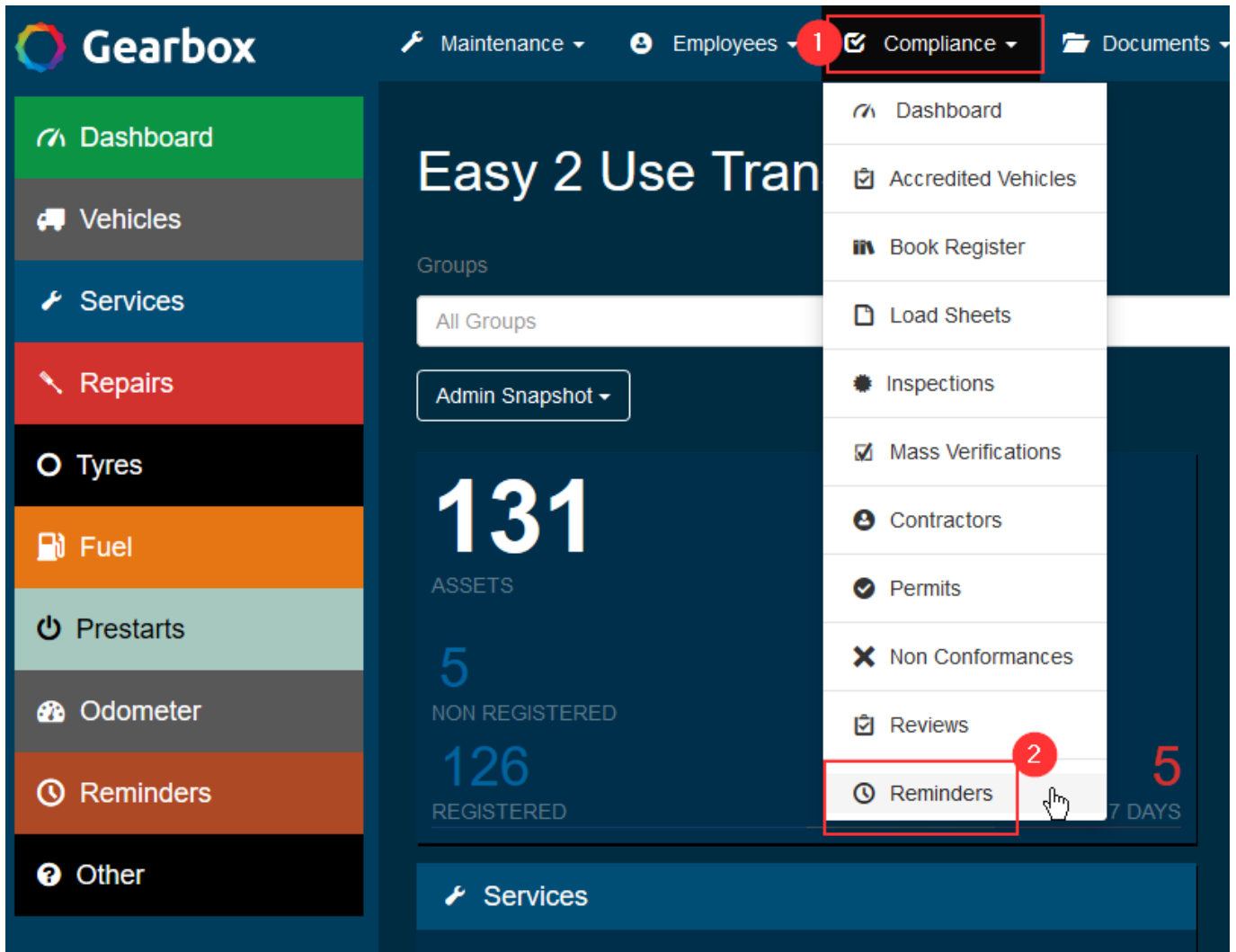
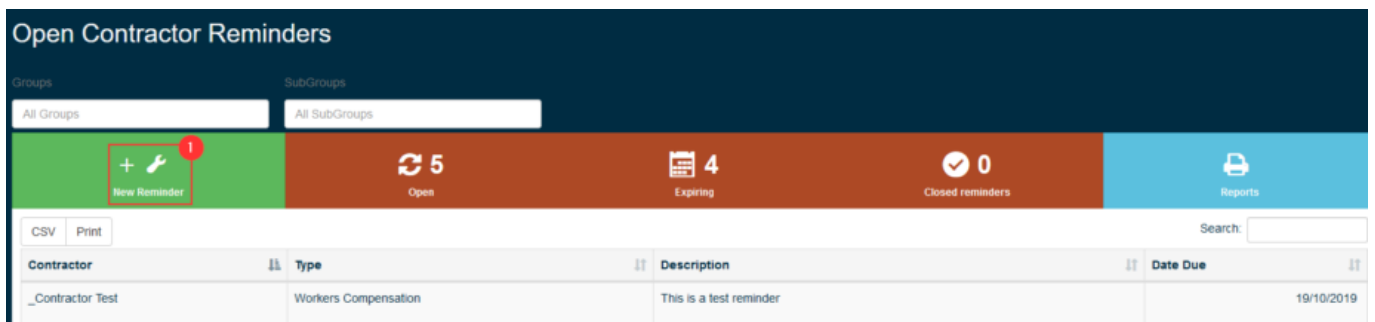


Click the 'Compliance' (1) dropdown and select 'Reminders' (2):



Click the 'New Reminder' (1) or click an existing Contractor Reminder in the table to edit it:



Select an existing 'Contractor' (1), select the 'Type' (2) and enter the 'Expiry Date' (3). The remaining fields are optional:

New Contractor Reminder

* contractor 1
A1 Contractors

* Type 2
Public Liability

Notes
PL# ABC123

* Expiry date 3
30/11/2018

Dismiss expiry warning

+ Attach New Document

The 'Dismiss expiry warning' option is the equivalent of closing the reminder. You can either dismiss the warning and create a new one or extend the expiry date when the reminder is due.