
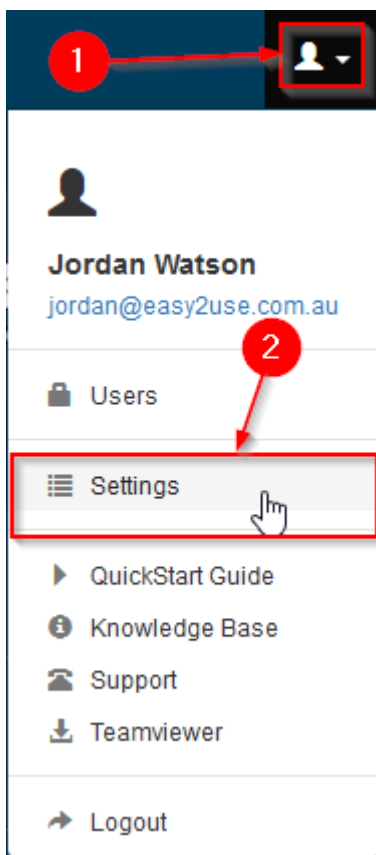


## Add or Edit Employee Reminder types

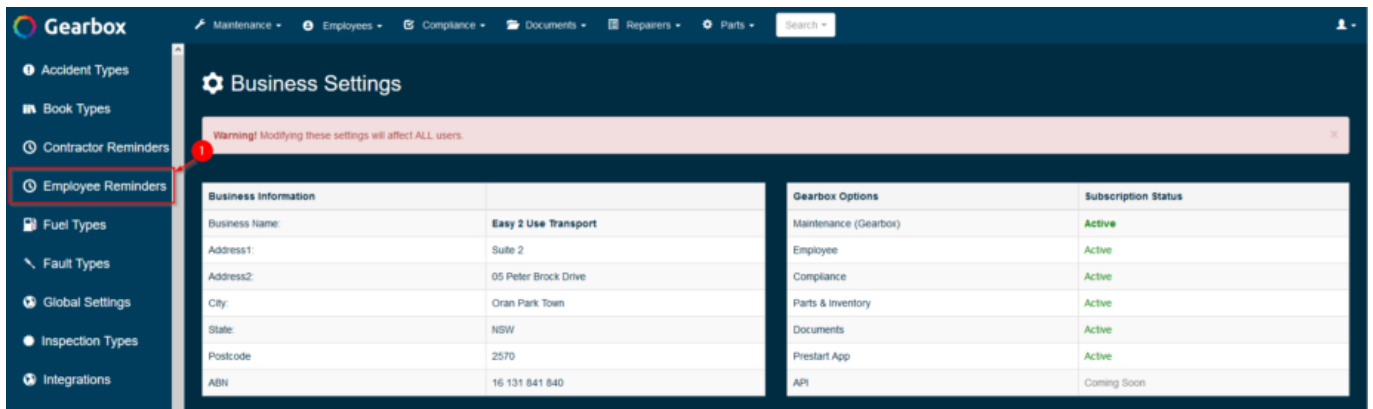
To add or edit Employee Reminder Types, click on your username at the top-right of the screen (1) and then click Settings (2):

 If "Settings" is not visible in your menu, contact your system administrator to request access.



On the left-hand side of the screen you will see Employee Reminders (1), click on Employee Reminders:

## Add or Edit Employee Reminder types



From this screen you can Add Type (1) of Employee Reminder, delete (2) an existing Employee Reminder and modify an existing tag (3) by clicking the field:



Once you have clicked Add Type you will be taken to a new screen where you can enter the Employee Reminder (1). Once you have entered your Employee Reminder, click Save (2):

## Add new employee reminder type:

Employee Reminder Type Label:

1

2

Cancel

Save

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