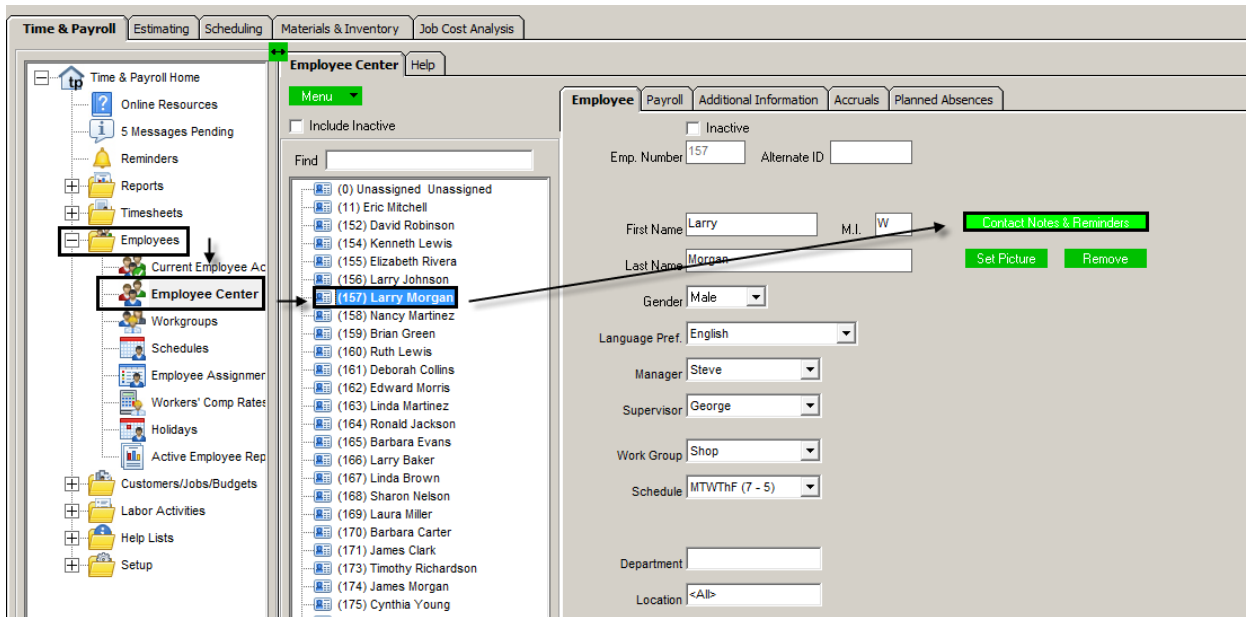


# How To Set Employee Notes & Reminders



1. Go to the Employees folder
2. Open Employee Center
3. Click on the employee
4. Click "Contact Notes & Reminders"
5. Use the "Insert" button to insert notes
6. Use the "Reminder" button to set employee reminders

