

Menu > Workflows > Managing Notes

Notes allow you to set reminders for yourself that appear on your Regular Dashboard for a specified amount of time.

1. Begin by giving your note a name.
2. Select what type of note it is (appointment, reminder, alarm, etc.).
3. Type out your note description.
4. Select a start date/time and end date/time.
5. Click Save once completed.

Your note will appear on the Regular Dashboard for the specified length of time.

