ComplyRelax's Updates

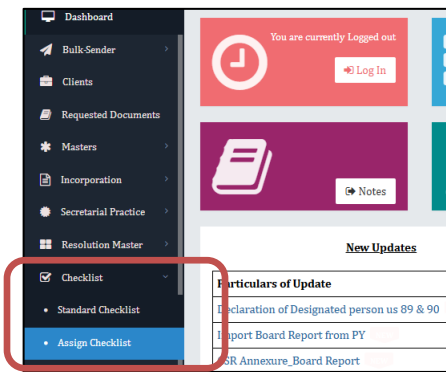## ENABLE REMINDERS FOR DUE DATES IN CHECKLIST

Dear users,

We have added the facility for adding due date in the checklist and then you may receive reminder over your email for the upcoming pending or due activities.

In the checklist, you may add the due dates after assigning the work to any team member, and then reminders will be sent accordingly.

Steps to be followed:

A. *Adding due date in checklist:*

Dashboard -> Checklist -> Assign Checklist

Click on the checklist name and set the due dates for the items according to

B. *Enabling reminder for due dates:*

Login using the admin account, and scroll down to bottom in the left main menu, click on the setting option there - > Click on Notifications, scroll down and find "checklist due date reminder" -> Click on the edit icon and enable mail reminder.

| Checklist due date Reminder | | Reminder | ⊘ | ⊘ | ✎ |

Please reach out to us if you need any assistance:

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