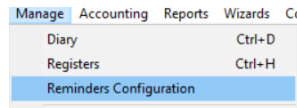


Viewing Reminders for Other Users

The article will assist any User to view to Reminders for other Users, where that User is designated as a Manager.

[Where is the Reminders Configuration ?](#)

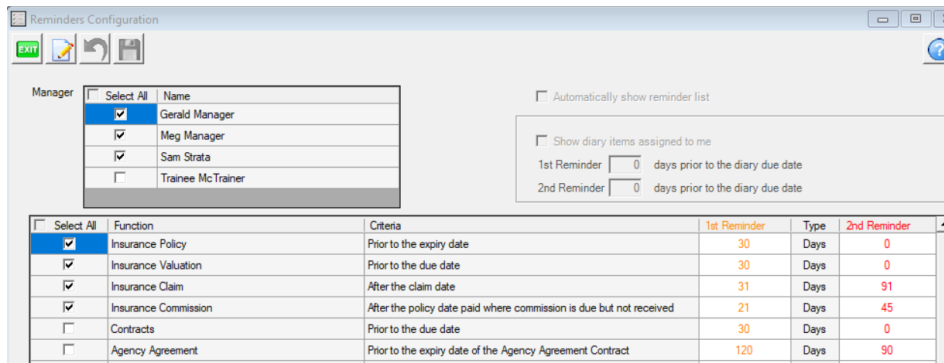
Go to Manage > Reminders Configuration



[The Reminders Configuration Screen](#)

You can -

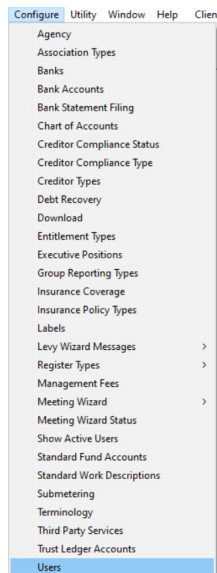
1. Tick the box "Automatically show reminder list' to have your reminder list show upon opening Strata Master
2. Set Reminders to show our diary items at a set number of days prior to due date.
3. Select to see all items or select only items of a chosen topic/action.
4. Tick the Manager box to view the Reminders for other Managers.



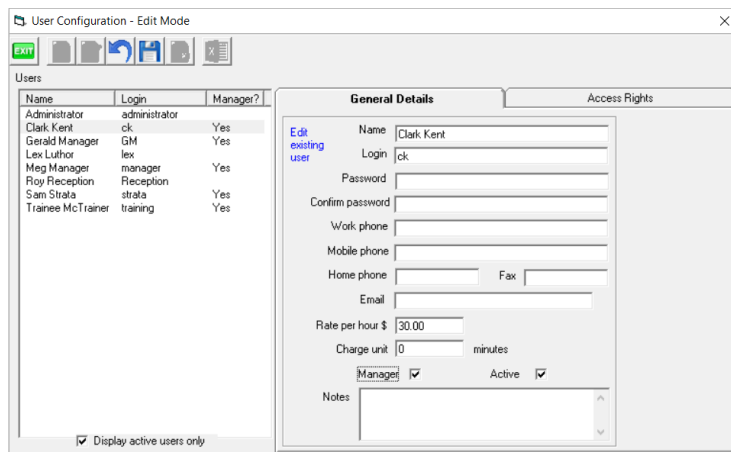
[What if a User Name is not Showing ?](#)

The Users Profile needs to be ticked as 'Manager' to show in this Reminders Configuration.

Go to Configuration > Users



Then select the User >Click Edit and tick the box that says 'Manager' > Click Save



Other useful Links -

[Reminders Setup and Use Guide | MRI Knowledgebase \(rockend.com\)](#)

[STRATA Master Top Tip #11 - Automatic Reminders | MRI Knowledgebase \(rockend.com\)](#)

[STRATA Master Top Tip #37 - Negative Reminders | MRI Knowledgebase \(rockend.com\)](#)

[STRATA Master Top Tip #15 - The User Diary | MRI Knowledgebase \(rockend.com\)](#)

25/06/2021 6:31 pm AEST