

# How to Manage Reminders in Mobile App

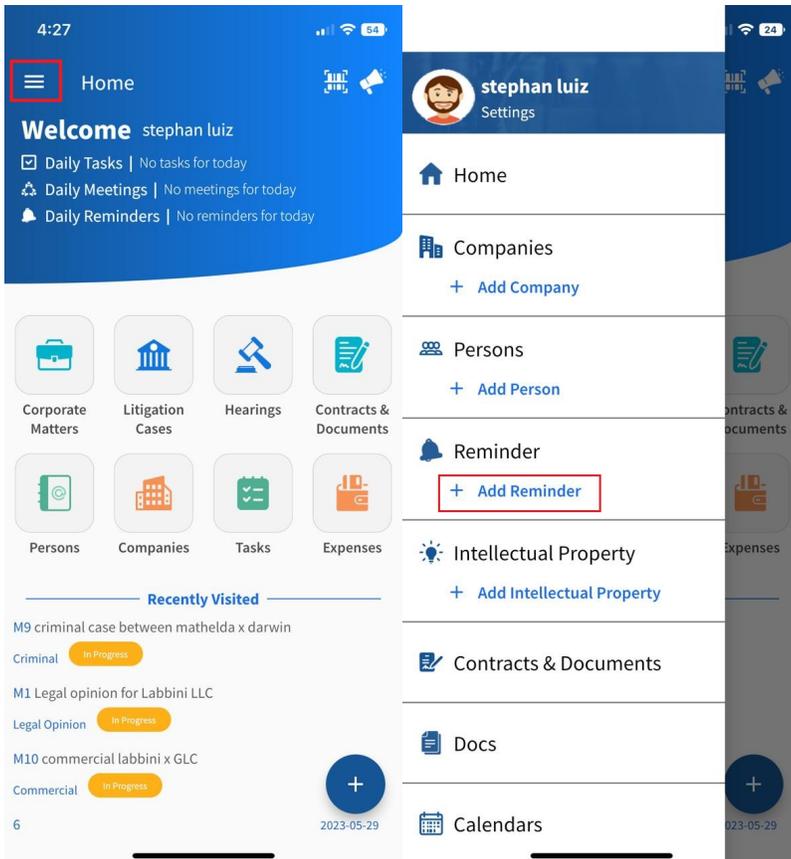
## Objectives

- Add a new reminder
- Manage your reminders

## Steps

To add a new Reminder in the Lexzur Mobile application, simply access the side menu by either clicking on the three-dashes button at the top left of the screen or swiping right.

Then click on the **+ New Reminder** hyperlink.



You need to fill in the 7 mandatory fields:

- **Reminder Type:** The type of reminder. It can be hearing reminders, Contract Renewal, Personal, Meeting, etc.
- **Notify me Before:** specify when you want to get reminded before the due date.
- **By:** You can either be reminded by a pop-up, or a reminder pop-up and an email.
- **Remind on date.**
- **User to Remind:** The user who will be notified.
- **Summary:** Description or more details about the Reminder.
- You can also indicate if this reminder will be repeated.

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[←](#) Add Reminder SAVE

Reminder Type\* ▼ Repeat ▼  
Hearing Daily

Repeat Untill\* ▼  
2023-06-01

Notify me before\*  
5

day(s) ▼

By\* ▼  
Reminder Popup

Remind on\* ▼  
2023-06-01

User To Remind\*

Summary\*

To manage your reminders, you need to click on **Reminder** on the side menu.

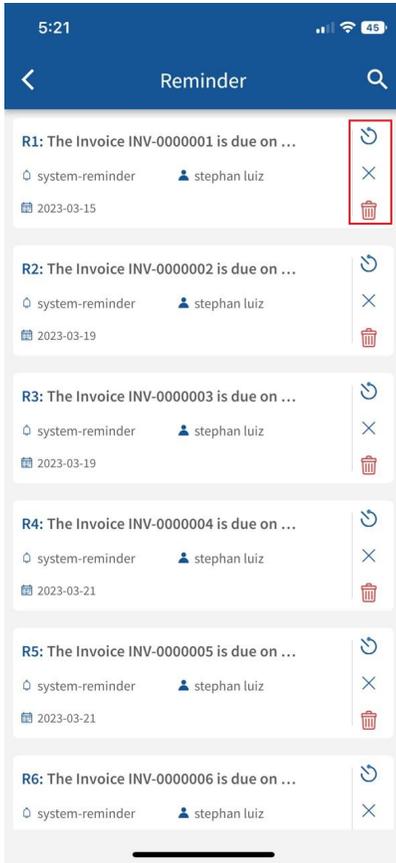
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 **stephan luiz**  
Settings

-  Home
-  Companies  
[+ Add Company](#)
-  Persons  
[+ Add Person](#)
-  **Reminder**  
[+ Add Reminder](#)
-  Intellectual Property  
[+ Add Intellectual Property](#)
-  Contracts & Documents
-  Docs
-  Calendars

 023-05-29

From the icons present beside each reminder, you can postpone, dismiss, or delete the reminder.



By clicking on the reminder, you can view its details and make any necessary edits by clicking the pen icon located at the upper right corner of the screen.

The Invoice INV-0000001 is due on 2023-03-15  
Invoice id: INV-0000001  
Client: Zaatari LLC

**i Details** >

Reminder Type system-reminder

**👤 Assignee(s)** >

User To Remind stephan luiz

**📅 Date** >

Remind on 2023-03-15



For more information about LEXZUR kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!