How To Use LeashTime Reminders

Leashtime offers a powerful and flexible utility that sends reminders to pet sitting business managers. You can set a private reminder that will be emailed to you alone, or one that will appear in the Request List that all managers can see. The reminder may concern one client, one sitter, many clients and sitters, or no clients or sitters at all. And you can set up reminders that repeat the same day every week, the same day every month, or that are sent only once.

Set up a Reminder for a Client

(1) Search for a client and go to their profile

(2) Click the **Communications** tab

(3) Click the **Reminders** button

(4) Check the **on a particular date** option and select a date

(5) Type a subject and note and click **Save Reminder**

(6) On the designated date, a reminder will show up in your Request Queue

Set up a Weekly Recurring Reminder for a Client

(1) Search for a client and go to their profile

(2) Click the **Communications** tab

(3) Click the **Reminders** button

(4) Check the **on Day of Week** option and select a day

(5) Type a subject and note and click **Save Reminder**

(6) On the designated date, a reminder will show up in your Request Queue

Set up a Monthly Recurring Reminder for a Client

(1) Search for a client and go to their profile

(2) Click the **Communications** tab

(3) Click the **Reminders** button

(4) Check the **on Day of Month** option and select a day

(5) Type a subject and note and click **Save Reminder**

(6) On the designated date, a reminder will show up in your Request Queue

Set up a Group Reminder for a Client

(1) On the Home page, click on the **Edit Reminders** button.

(2) C lick on the **Add a Group Reminder** button.

(3) Choose whether the people in the group to reminded about are Sitters, Clients, or Both.

(4) Choose when to send the reminder.

(5) Set a Subject for the reminder.

(6) Leave the HTML code (starting with `<ul>` and ending with `</ul>`) in the Note field as it is; it will be transformed into a bullet list of client names when the reminder is sent, but add any code that you like to the note.

(7) Click **Save Reminder**

Add a Client to a Group Reminder

(1) Search for a client and go to their profile

(2) Click on the client's Communication tab

(3) Click the **Reminders** button

(4) Click the **Add a Reminder** button

(5) Choose a Group Reminder. If none are defined, please see the *Set up a Group Reminder* section of this guide.

(6) Click **Save Reminder**

Set up a Reminder for a Client from a Client Request

(1) While viewing a Client Request, click the Set a Reminder button in the Communicate box at the bottom of the window.

(2) Set up the reminder as described above, perhaps as a follow-up to the action taken for this particular request.