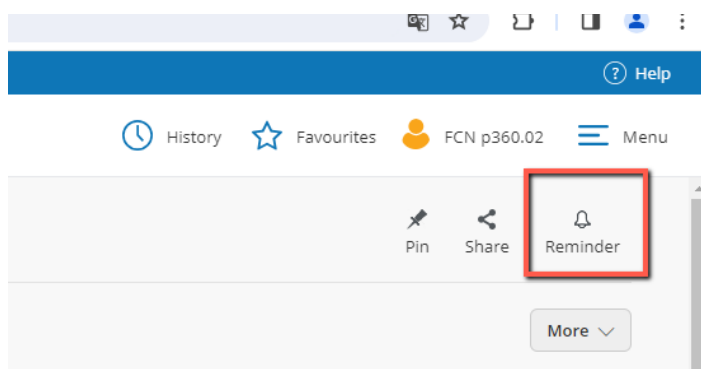


Quick guide – create reminders in Public 360

1. You can create a reminder for both cases and documents in Public 360, e.g. if SLU must reply to a consultative procedure before a certain date, or to follow up on governing documents or contracts. Top right in the document and case views you find the button “Reminder”.



2. Click the button to open a dialogue box, where you enter what the reminder is about in the field Title, and then add a date and a responsible person. Click OK.

The responsible person will receive an email notification on the date of the reminder. Please note that the email will be sent exactly the date you enter, so it might be useful to choose a date a few days before the actual deadline to have enough time for the task.

Add reminder

Title * Reply to the consultative procedure

Due date * 2/28/2024

Responsible unit * ku


Responsible person FCN p360.01

Status * Open


OK Cancel


3.. The person responsible will receive an email, containing the title of the reminder and a link to Public 360. Only an individual user can be set as responsible for a reminder, not a group or a function, but you can create more than one reminder on each case or document to ensure someone will receive it.

sön 2023-12-31 02:14

 public_noreply@slu.se

Notifiering om bevakning/Reminder alert Frist: Uppdatera status

Till  Patrik Spänning Westerlund

 Om meddelandet inte visas som det ska kan du klicka här för att visa det i en webbläsare.

Public 360° Notifiering

Hej Patrik Spänning Westerlund!

Bevakningen 'Frist: Uppdatera status' som du är ansvarig för är fortfarande öppen, men har uppnått förfallodatum. Bevakningen genererar ett mejl på förfalldagen och var tredje dag därefter som påminnelse. Av bevakningen framgår vad som behöver göras. / The reminder 'Frist: Uppdatera status' that you are responsible for is still open but has reached its due date. The reminder will generate an email on the due date, and every third day after that. Check the reminder to see what needs to be done.

[Klicka här för att visa/Click here to view frist](#)

4. If you log on as caseworker, the desktop "My tasks" will have a web part displaying reminders. Default is the upcoming week, but you can change dates or see all reminders for your organisational unit.

