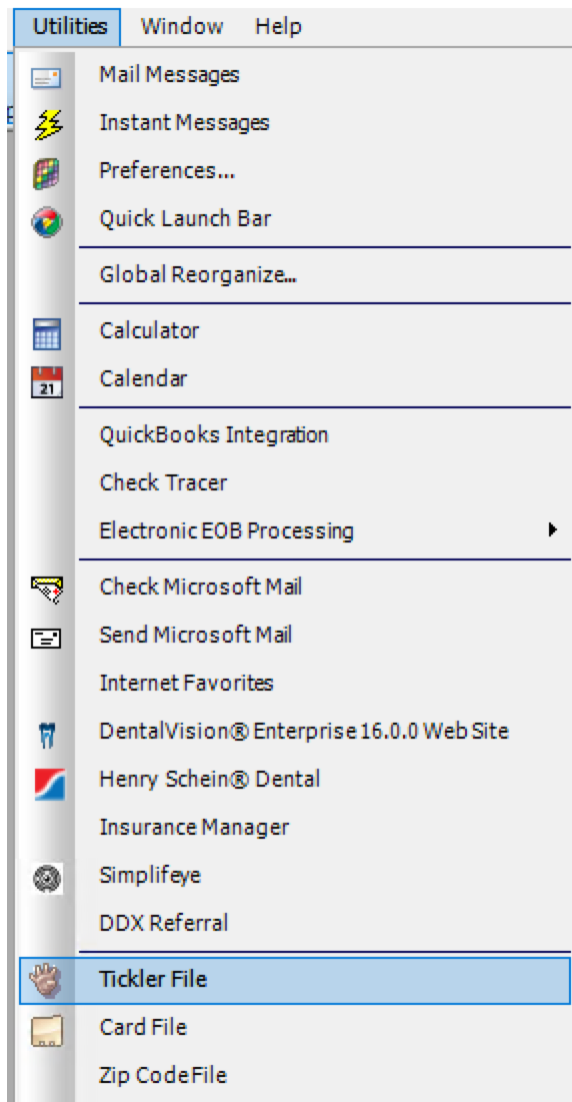
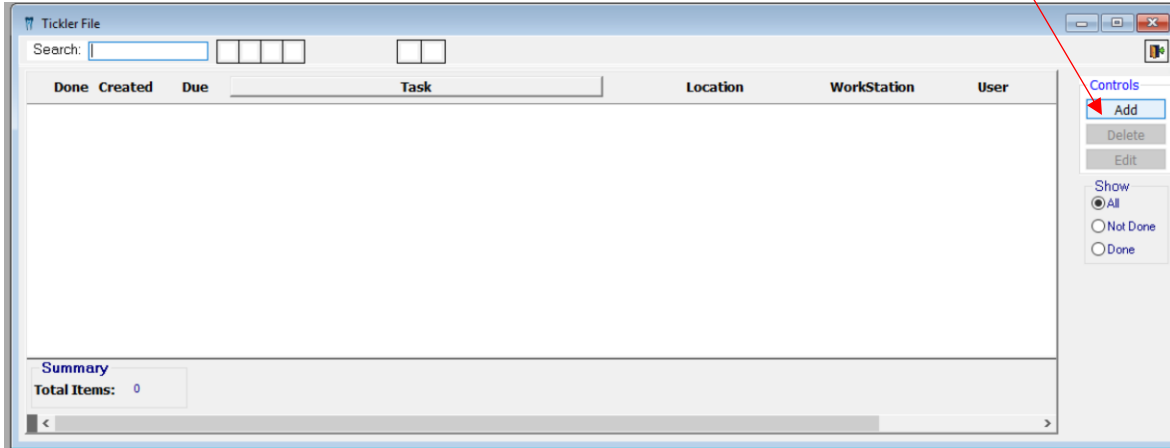


Dental Vision Tickler File

Utilities, Ticker File



Choose Add

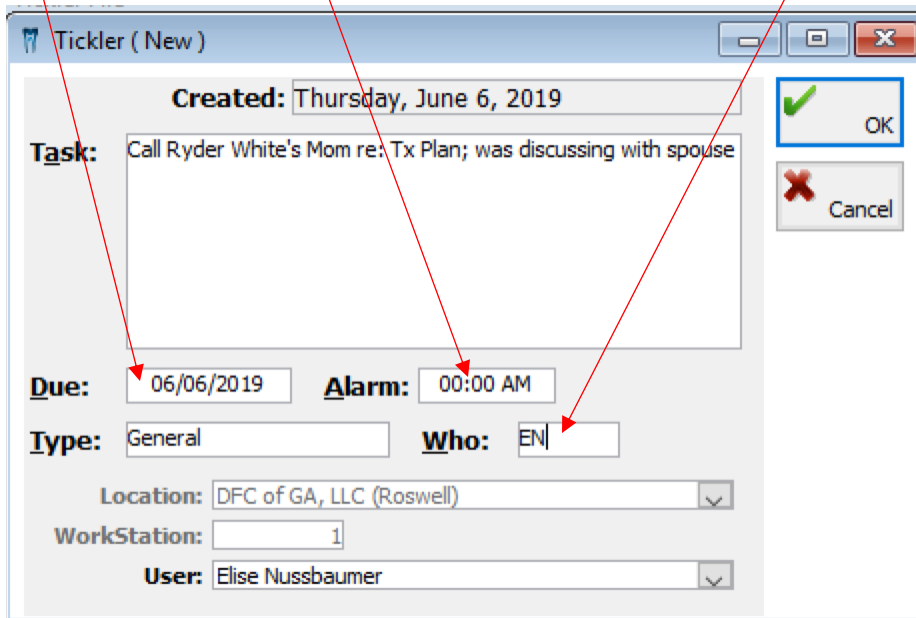


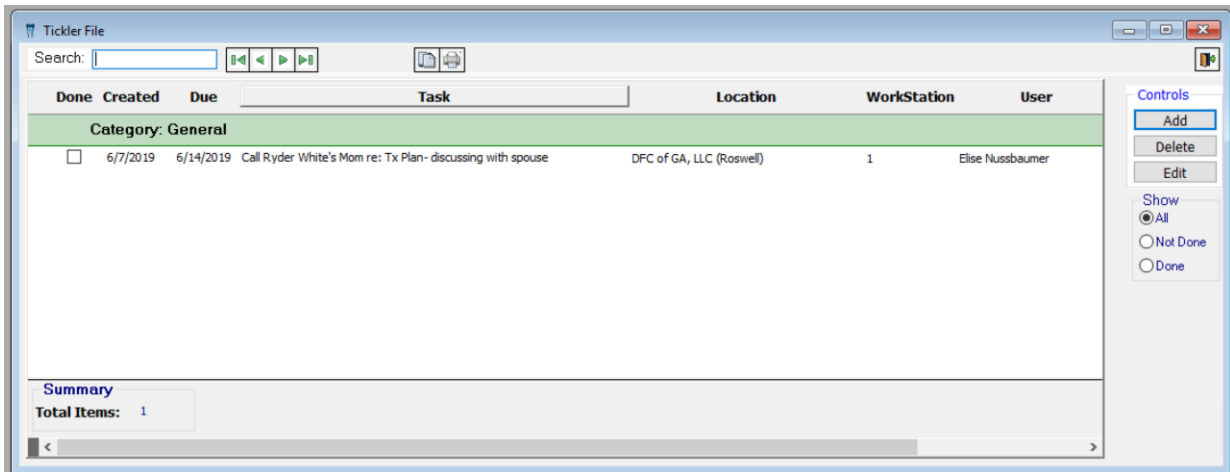
Date Created Auto Populates

Enter Details of Task

Choose a Due Date and Time

Place initials in the 'Who' section



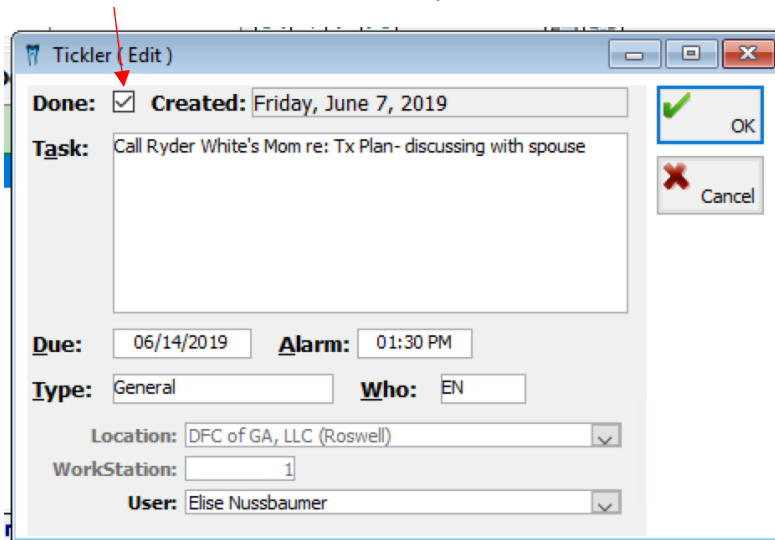


Double click the task to open it

Add notes to the task if a phone call was placed

Change the Due date, if need be, to follow up again

Choose 'Done' when the task is completed



The task will still show in the list as 'Done' until it is deleted

