# How to make a Pop Up Reminder

**Refers to:**
Reminder button (Main toolbar)

- Click the **Make Reminder** button on the main toolbar. This will bring up the Appointment/Reminder dialogue box.
- Select the consultant who the appointment is to be for from the drop down box. The default is the User logged on.
- Select the date and time.
- Tick the **Popup notificatio**n box and enter how many minutes before the Reminder should appear.

- Duration
  - If this is a reminder accept the default radio button
  - If this is an appointment for a period of time click the radio button for the type of time period and enter the duration.
- Enter a brief description of the appointment.

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