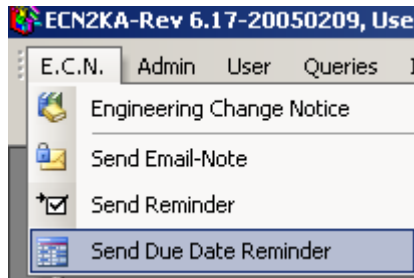


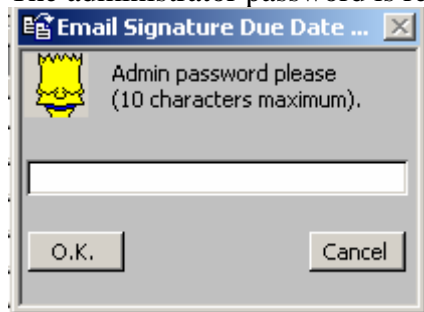
## **How to send Due Date Reminder (administrators only)**

The administrator is positioned on the ECN# subject to Due Date Reminder.

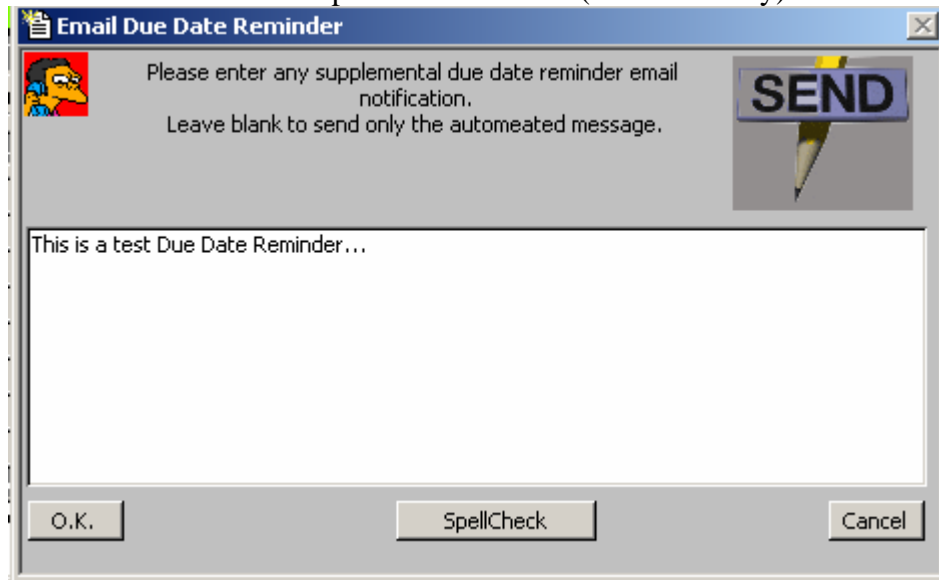
Before sending such a reminder emails the admin must verify that the time elapsed between ECN Due Date and current date is at least one day.



The administrator password is required for such action.



The administrator user inputs some remarks (not mandatory).



The Outlook asks to approve sending this email for each user in team and management signature boxes called for the selected ECN#.

Always approve this action (select YES). Alternately the user can run a helper application called Express Click-Yes that will automatically click YES command button.

