

Open 360 | Sending System Reminder Emails

1. Sending System Reminder Emails

If you chose to have the system send out reminder emails on a certain date, FinxS will do this automatically.

However, only two reminder dates can be pre-set. If a reminder date was not set or if you would like to send another:

- Go into your Open 360 project.
- Under the **“General” tab**, find the “Action” field and **click on the “Send reminders” button.**
- FinxS will confirm the reminder emails have been sent.
- This can be done as many times as needed and FinxS will only remind those who have not completed the questionnaire.

