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## Tasks as Daily Reminders

Posted by Dave.Burrows - 2013/06/11 07:43

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Hello,

I have medicines to take twice a day. I set up one task for the AM, and one for the PM. I'm Chromophore for the Alarm, grid calendar, task list, and analog clock. I have the other windows hidden.

Options-->Calendars-->Default "Enabled", nothing else checked.

Tasks

Start time: 6/6/2013 9AM or 9PM

Due Time: 6/6/2025 11PM

Priority: high

Status: In Progress

Progress: 0%

Alarm: 0 minutes before task is due

Calendar: Default

I heard & saw the alarm one time so far; it has never notified me as scheduled. I'm hoping I included enough to let you see what I'm missing, but if not, please ask, and I'll add whatever might be missing to my next post. Thanks for reading.

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## Re: Tasks as Daily Reminders

Posted by Jorge\_Luis - 2013/06/11 19:53

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Welcome to the forum Dave.Burrows.

For what I'm reading, you set a task which starts a couple of days ago and ends in 2025!

What you're looking for is:

- 1) Create a new task
- 2) Set the due time 6/6/2013 9AM (start isn't needed in this case)
- 3) Set a new alarm as yours
- 4) Click on the "Recurrence" tab
- 5) Click on "repeat every" and set "1 day"
- 6) Click OK.

Repeat these same steps for 9PM.

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## Re: Tasks as Daily Reminders

Posted by Dave.Burrows - 2013/06/11 20:07

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Thank you, Jorge;

That was very helpful, and your timing couldn't have been better. The clock just struck 9, the alarm sounded, and the pop-up appeared. I spent way too long trying to figure this out when I should have come to you in the first place. Thank you again.