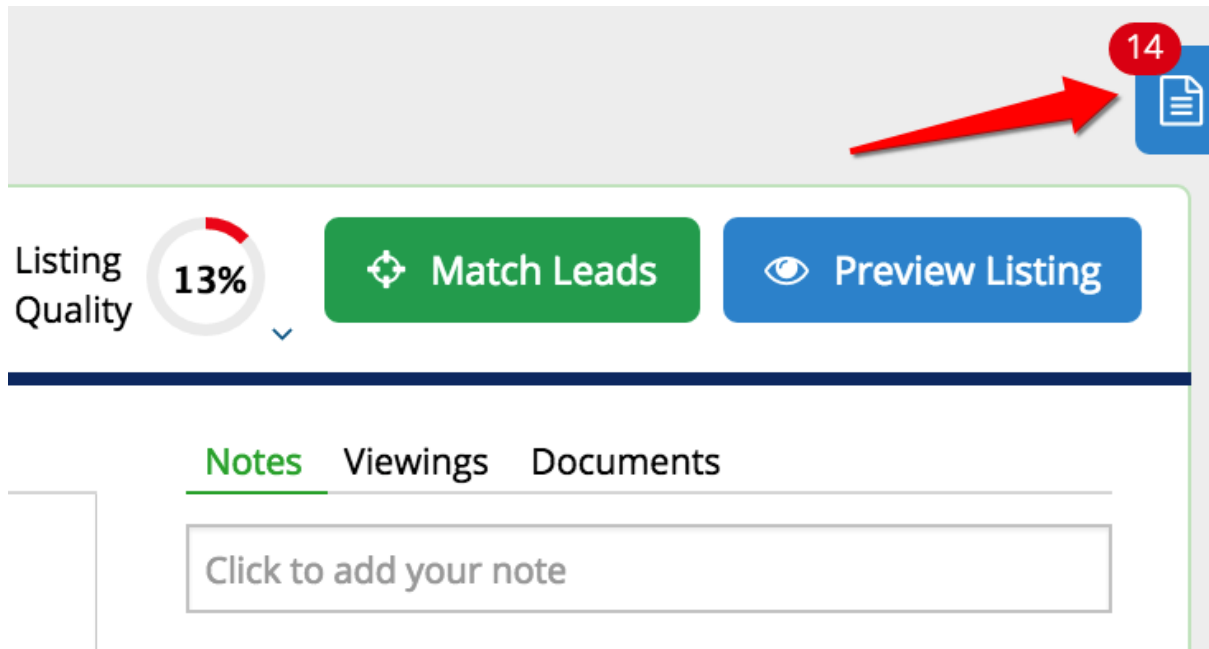


Sticky Notes



Sticky notes follow you throughout your PropSpace journey to remind you about important notes and events

Did you ever want to view your daily reminders on PropSpace with a simple click? How about marking your tasks as complete without jumping between screens? Or adding individual notes or sending a broadcast message to your whole company? This is now all possible with our latest feature: **Sticky Notes**.

You will now be able to view, edit and create [notes](#), [reminders](#) and [to-do tasks](#) as well as receive [notifications](#) right from this shortcut icon.

1. Notes

You can now add private notes or share a broadcast message with all of your teammates within your company in the Notes section.

Start writing your note here!

Save

Send as a Broadcast Message ?

Broadcast Messages (13)

Notes (1)

2. Reminders

You can view upcoming and past reminders¹ in the Reminders section or just add your own.

+ Add

Today (1)

Title: Listing Ref: HR-R-2832 is becoming available on 04-08-2016
Location:
Start: 03/08/2016 08:00:00 AM **End:** 03/08/2016 08:01:00 AM

Upcoming (0)

Past (0)

¹ Apart from calendar reminders, listing (next available), lead and deal (tenancy renewal date) reminders also show up here.

3. To-do List

You can view upcoming and overdue tasks in the To-do List section or add new ones.

 Add

Due Today (1)

Priority: Medium

Title:

Due Date: 03/08/2016 09:00:00 AM

Status: Not yet started



Upcoming (0)

Overdue (0)

Completed (0)

4. Notifications

You can view the count of all notes, today's reminders and today/overdue tasks in the alert icon in **red**.

