

# Adding Alerts/Reminders

**Khafre**  
File and Document Management System

Branch Manager Trainer - Training Branch - Branch Administrator

*Distressed Mortgage System*

Alerts/Reminders  
Notes  
Homeowner Info  
Subject Property  
First Mortgage  
+ Add Mortgage  
Debts  
Assets  
Expenses  
Branch-Level Tags  
Exhibits List  
File Usage  
Doc/Submit Requests  
Merged Documents List

Alerts and Reminders for this File

No Match

Alerts/Reminders are the primary form of notification on your file as well as a handy way to set calendar reminders and follow-ups with your clients.

Khafre will send you an email when an alert is current. Khafre will also send you an email everyday until you close your alerts so remember to close your alerts.

For example if your processor adds a note (see Adding Notes) to the file you will receive an alert, in kind if you add a note to a file and it has been transferred to the service provider the processor will receive an alert. These types of Alerts are automatic

Alerts are File specific but will also show up in your Global Alerts.

**Step 1:** Click the "Alerts/Reminders" Left Panel Menu Button

**Step 2:** Click the "New Alert" button

Page Size: 25 | Display:  Closed Alerts  Future Alerts

**Step 3:** Input Alert Text Set the Date/Time and Alert type and Click "Create"

New Alert

Main Notes about this Alert

Alert Text:

Date/Time: 03-01-2022 At 06:00 AM

Alert Type: Scheduled Phone Call

Recipients:  Branch Manager Trainer

Create Cancel

Alerts and Reminders for this File

Alert	Set For	Open	File Name	Actions
Call Back for Follow-Up	03-01-2022 06:00 AM	Yes	Sarah Test	<a href="#">Open</a> <a href="#">Close</a>

To See this New Alert since it is in the future you need to check the "Future Alerts" box.

Page Size: 25 | 1-1 | Display:  Closed Alerts  Future Alerts