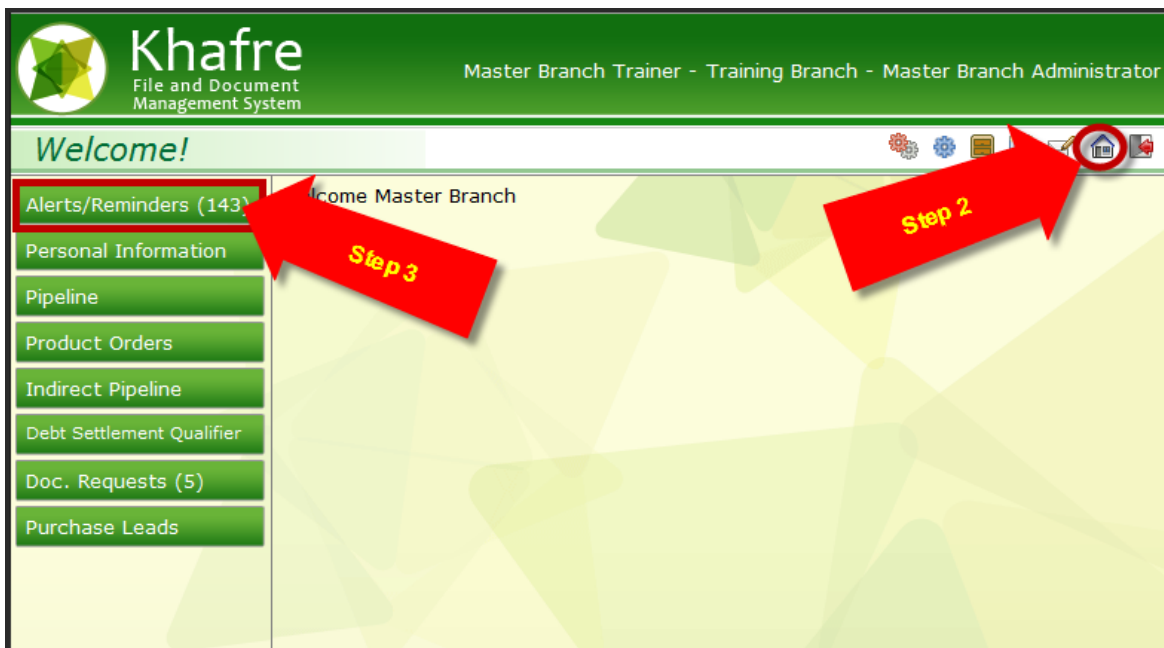


## How To View All Alerts & Reminders in Your Pipeline

1. Log in to Khafre at <http://www.khafreonline.com/app>

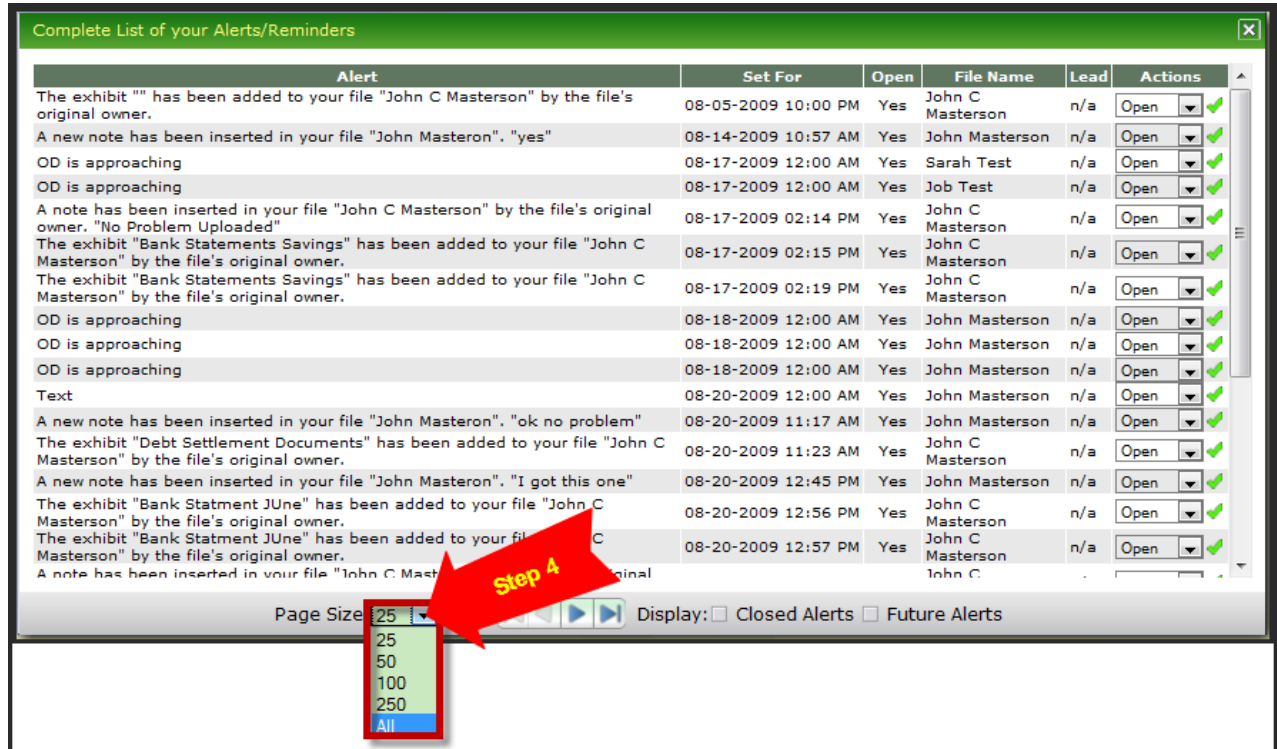


2. Click the home icon in the upper right corner of the screen
  - The Welcome! screen displays



3. Click the Alerts/Reminders tab in the left-hand navigation menu

- The Complete List of your Alerts/Reminders dialog box displays



Alert	Set For	Open	File Name	Lead	Actions
The exhibit "" has been added to your file "John C Masterson" by the file's original owner.	08-05-2009 10:00 PM	Yes	John C Masterson	n/a	Open [dropdown] [checkmark]
A new note has been inserted in your file "John Masterson". "yes"	08-14-2009 10:57 AM	Yes	John Masterson	n/a	Open [dropdown] [checkmark]
OD is approaching	08-17-2009 12:00 AM	Yes	Sarah Test	n/a	Open [dropdown] [checkmark]
OD is approaching	08-17-2009 12:00 AM	Yes	Job Test	n/a	Open [dropdown] [checkmark]
A note has been inserted in your file "John C Masterson" by the file's original owner. "No Problem Uploaded"	08-17-2009 02:14 PM	Yes	John C Masterson	n/a	Open [dropdown] [checkmark]
The exhibit "Bank Statements Savings" has been added to your file "John C Masterson" by the file's original owner.	08-17-2009 02:15 PM	Yes	John C Masterson	n/a	Open [dropdown] [checkmark]
The exhibit "Bank Statements Savings" has been added to your file "John C Masterson" by the file's original owner.	08-17-2009 02:19 PM	Yes	John C Masterson	n/a	Open [dropdown] [checkmark]
OD is approaching	08-18-2009 12:00 AM	Yes	John Masterson	n/a	Open [dropdown] [checkmark]
OD is approaching	08-18-2009 12:00 AM	Yes	John Masterson	n/a	Open [dropdown] [checkmark]
OD is approaching	08-18-2009 12:00 AM	Yes	John Masterson	n/a	Open [dropdown] [checkmark]
Text	08-20-2009 12:00 AM	Yes	John Masterson	n/a	Open [dropdown] [checkmark]
A new note has been inserted in your file "John Masterson". "ok no problem"	08-20-2009 11:17 AM	Yes	John Masterson	n/a	Open [dropdown] [checkmark]
The exhibit "Debt Settlement Documents" has been added to your file "John C Masterson" by the file's original owner.	08-20-2009 11:23 AM	Yes	John C Masterson	n/a	Open [dropdown] [checkmark]
A new note has been inserted in your file "John Masterson". "I got this one"	08-20-2009 12:45 PM	Yes	John Masterson	n/a	Open [dropdown] [checkmark]
The exhibit "Bank Statment JUNE" has been added to your file "John C Masterson" by the file's original owner.	08-20-2009 12:56 PM	Yes	John C Masterson	n/a	Open [dropdown] [checkmark]
The exhibit "Bank Statment JUNE" has been added to your file "John C Masterson" by the file's original owner.	08-20-2009 12:57 PM	Yes	John C Masterson	n/a	Open [dropdown] [checkmark]
A note has been inserted in your file "John C Masterson" by the file's original owner.			John C Masterson		

Page Size: 25 [dropdown]    Display:  Closed Alerts  Future Alerts

Step 4

25  
50  
100  
250  
All

4. Select All from the Page Size pull-down menu
  - The screen will refresh and show you all your alerts and reminders