



Introduction

NetSuite will serve as the central hub for most of our activities, simplifying the process of managing requests, tasks, approvals, and more.

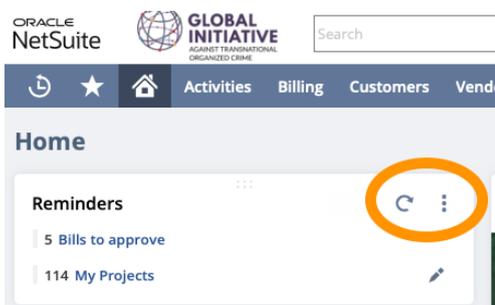
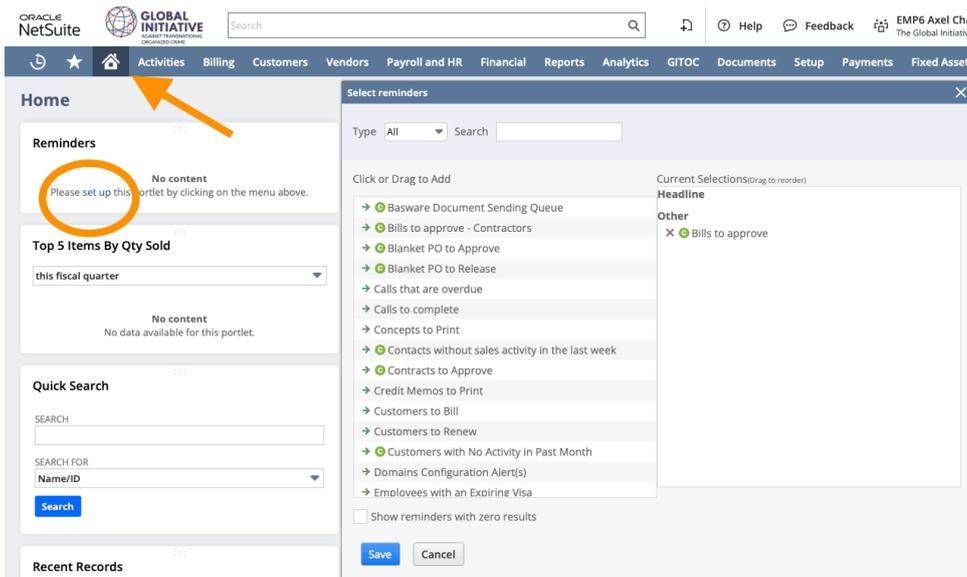
This guide will help you get started with setting up and customizing your reminders to ensure everything you need is at your fingertips.

Net Suite reminders

Most of our activities will be centralized within NetSuite. Finding all the requests, tasks, invoices to approve, purchase orders to approve, etc., might seem complicated. However, the login page or dashboard will help you centralize everything you need to do. It can be custom-designed to suit your needs.

To navigate back to the main login page, click on the house icon in the top ribbon.

Next, look under the "Reminders" section and click on **Setup**. On the "Select Reminder" page that pops up, choose the ones you want to include, and then click **Save** at the end



If you need to add a reminder, you can easily click on the three dots at the end and further customize this section.