Irlene Torres

From: IRHelp
Sent: Friday, April 30, 2010 8:37 AM
To: IR Users
Subject: IR - Diary Flow / Diary Step
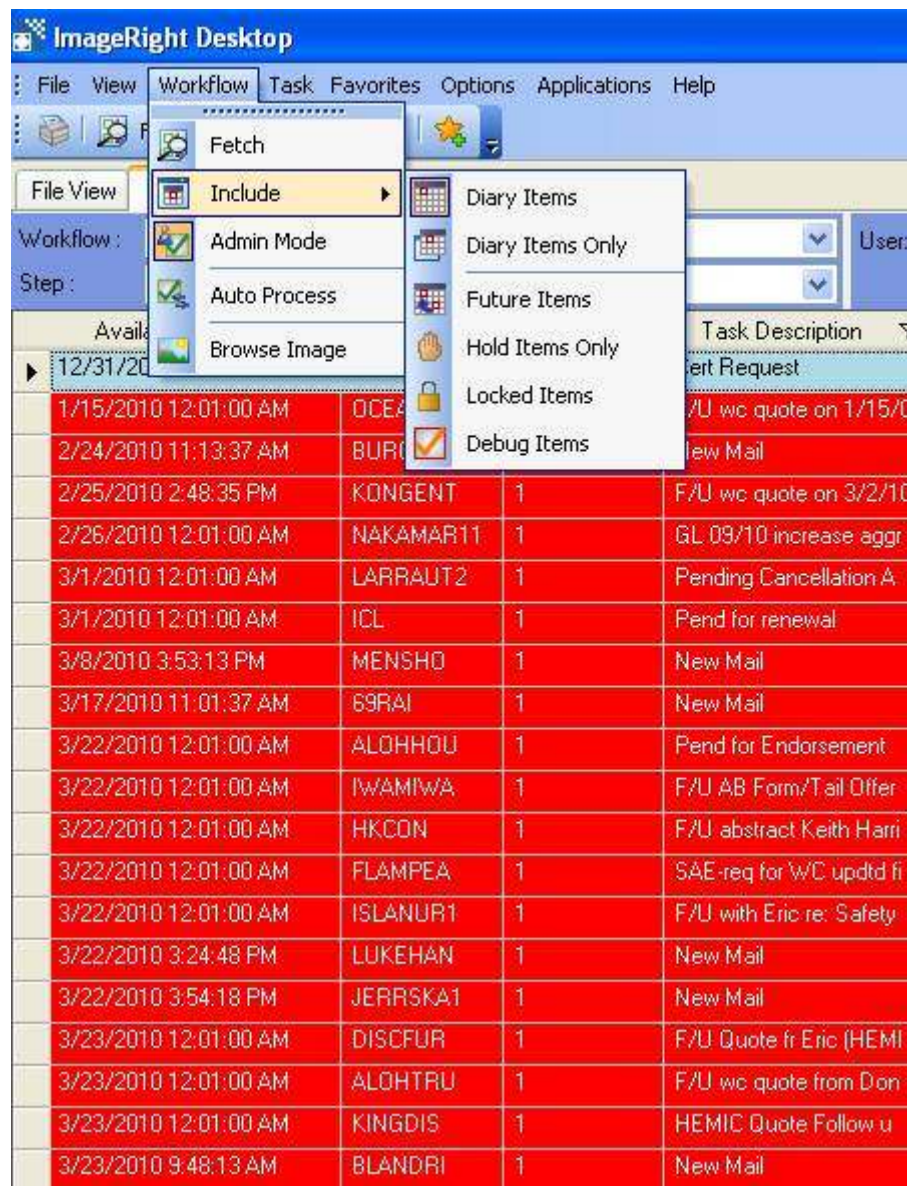
Important Reminder to All IR Users

When you **Fetch** your **To Do**, don't forget to **Include** your "Diary Items," or fetch just "Diary Items Only" at least once a day before your diaries get old.

Include ~

You can select the items that you want to include in the To Do list when you fetch tasks matching your search criteria. You can include:

- **Diary Items** – lists diaries that have been created, are available and current <u>along with</u> your other workflow tasks

- **Diary Items only** – lists diaries only and <u>excludes</u> all other types of workflow tasks

When you're in the To Do tab, select the Workflow menu, point at Include, slide your cursor over to the right and click on the item that you would like to include. The selected item will have a light blue box around the icon (e.g. below the Diary Items is selected and has a box around the icon).

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