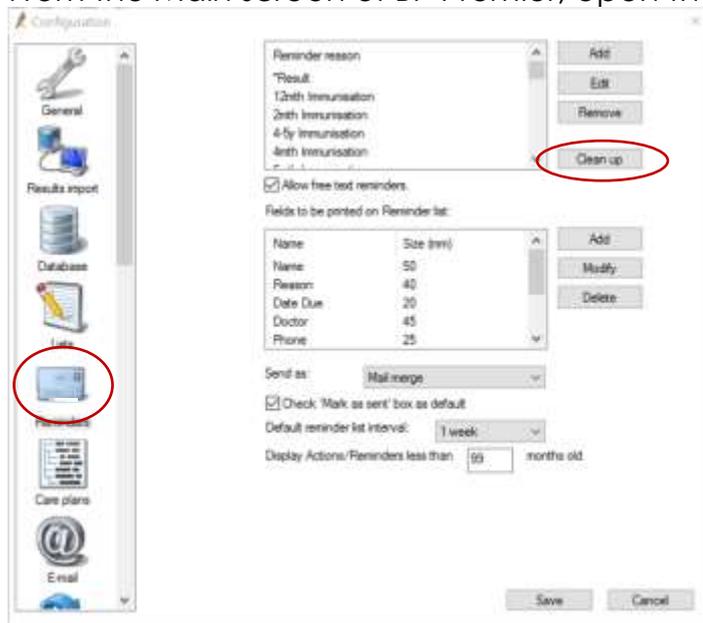


## Reminder List Bulk Clean Up - Summary Sheet

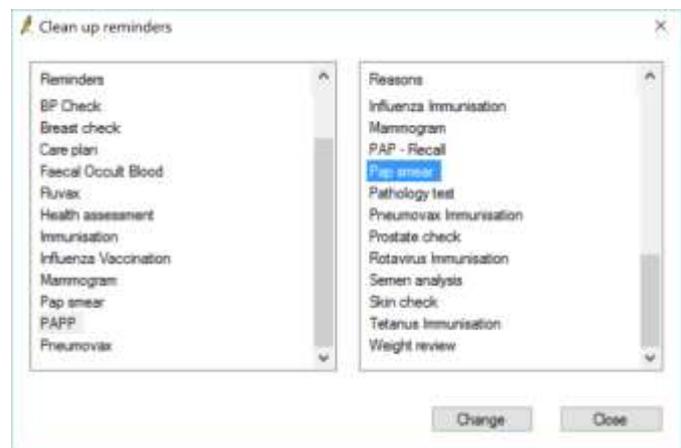
### BP Premier

To access the Reminder List clean up facility;

1. From the Main screen of BP Premier, open the Setup> **Configuration**



2. Select the '**Reminders**' icon in the column on the left.
3. After editing the list of available reminder reasons in the list, select the **Clean Up** button.
4. **Highlight the entries in the left hand column** that you want to merge with an entry in the right hand column.
5. Select the '**Change**' button to effect the merge.



**Please note:** It is possible to merge multiple entries at once. This can be done by Holding down the Shift or Control keys while selecting the entries with the mouse.