

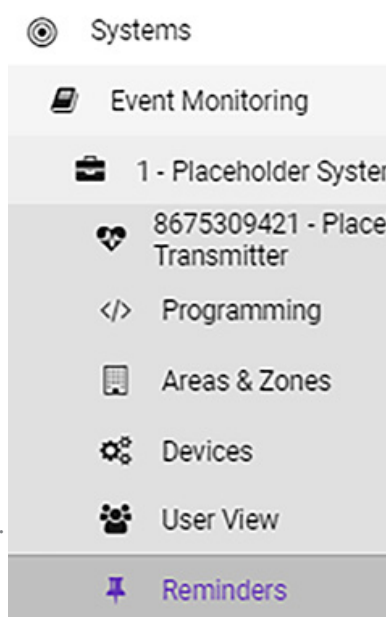
## Creating a Reminder on a Dealer System Account

Creating a Reminder within a Dealer System account makes that schedule available to link to the Dealer's customer accounts. These are best used to create a standard reminder that can be used individually on customer records.

In order to accomplish this you must have a Dealer System Account. Please see the Quick Reference for steps to create the Dealer System Account.

### How to create a link-able Reminder:

1. Load your Dealer System Account.
2. Navigate to the Reminders form. (Systems - Event Monitoring - System - Reminders)
3. Choose Create Signal or Maintenance Issue, depending on your company needs.
4. Select the Event code to use. (See Additional Notes.)
5. Provide a more detailed description than "Reminder" such as "Annual Service," or "Daily Check-in."
6. Click the "Linkable" box.
7. If required, add Area, Zone, and Point ID details.
8. Select the Frequency, if the Reminder runs within a General Schedule.
9. If the Reminder expires, untick the box. (If the Reminder does expire, set the expiration date.)
10. Set the Next Reminder date.
11. Select the appropriate Monitoring Service to match the interval to use.
12. Choose Randomize, if required. (This allows you to set intervals to ensure that the event drops a few minutes before or after the scheduled time. )
13. If Limited, such as to a number of reminders select Limited.
14. Enter Any Notes that may be of use to the clarity of the reminder.
15. Click Done.
16. Save the record.



### Additional Notes:


- You must create a dummy System and Transmitter to reveal the Reminders on the Dealer System Account.
- We encourage creating an event code, such as: \*REM, to use for Reminders.
- We discourage the use of Unknown (\*\*) as the Reminder event as the Manitou Signal Handler generates Unknown events when the receiver receives a bad event. It is best not to confuse the two.
- If using Area, Zone, or Point ID, this information displays in the Reminder event including the details of the Zone or Point ID description. This could potentially confuse an operator.
- See the Quick Reference Guide for creating a Dealer System Account if you don't already have one.


### Linking a customer to the Dealer's Linked Reminder:

- Open a Customer record tied to the Dealer with the reminder.
- Navigate to the Reminders. (Systems - Event Monitoring - System - Reminders)
- Click the Plus to add a New Reminder.
- Drop down the Linked Reminder list and choose the appropriate Reminder.
- The Linked reminders are indicated by a "true" value in the Linkable column.
- Click Done.
- Save the record.

**Reminder**

None

Create Signal - Testing a 2nd Linked (SAFEANDSOUND\_DS) 

Description  
Unknown Event 

Area  Zone  Point ID

**Frequency**

Schedule  
None  ☒ Does Not Expire

Next Reminder  
11/06/2019 09:13

Monitoring Service  Interval  Unit  ☐ Randomize

6 Hour Reminder  6  Hours

☐ Limited