

# Manitou 2.x Web client

## Creating a Reminder

This quick reference guide steps through the common features used when creating a Reminder. Reminders are created within the Customer record on the Systems form.

1. Select Reminder under the desired System.
2. Click Add (Plus sign in the upper right-hand corner of the form)
3. Select the applicable Event Code, such as \*REM
4. If applicable, change the description to read the event that should display to the Operator.
5. If this event ties to a specific area or zone or you would like to have a specific zone description (point ID) displayed enter it within the top section of the Reminder form.
6. The Frequency section sets the parameters for when the reminder runs:
  - Schedule - allows the ability to tie a General schedule to the reminder.
  - Next Reminder date sets the first time the reminder should launch.
  - Expiration date should only be set when there is a finite period of time for the reminder to run.
  - Select Auto Purge to keep the system clear of any old data that is no longer required.
  - Set the Interval.
  - Every reminder requires a matching monitoring service. For example, if the reminder is every day, the service must be set to 1 day.
  - Randomize allows the ability to set the start and end period, or plus and minus minutes, allows Manitou 2.x Web client to stagger when the alarms generate to an operator.
  - The Limited check box, when selected, allows you to set how many times this reminder runs.
7. Enter any additional notes.
8. Click Done.

**Reminder Add**

**Reminder**

Reminder Type: Create Signal Event: \*REM

Description: Daily Check in

Area: Room 104 Point ID:

**Frequency**

Schedule: None

Next Reminder: 04/24/2017 08:00 Expiration Date: Auto Purge: ☐

Monitoring Service: 1 Day Reminder Interval: 1 Unit: Days Randomize: ☒

Start: 0 End: 0

Interval Minus: 30 Interval Plus: 30

☐ Limited

Notes: Contact Mr's Johnson and mention her cat Whiskers.

CANCEL DONE



### Important Notes:

- Before creating your first reminder, take the time to find or create an Event Code to Use. This example uses a newly created Event Code (\*REM).
- General Schedules should be used when the repeat interval are not exact or skips weekends.
- Repeat Interval is required even if the event is going to trip only once.
- In order for expired Reminders to auto-purge, the box must be checked and a time-period set within the Options form within the Supervisor Workstation.
- To create a matching service: go to the Supervisor Workstation – Maintenance Menu – Setup – Monitoring Type. Add a “Sub-System” service and select “Reminder Service” as the type.
- Remember to test.