

Creating a Reminder

Reminders may be used for many differing services and client services. Common reminders used in Manitou are:

- **Welfare checks** on end customers.
- **Service updates** - Fire Testing, Inspections, etc.
- **Data Verifications**

This article steps through the common features used when creating a Reminder. Reminders may be created within any entity utilizing Reminders.

Creating a Reminder

Reminder Add

Reminder

Reminder Type: Create Signal Event: *REM

Description: Welfare Check

Area: Zone: Point ID:

Frequency

Schedule: None Next Reminder: 10/04/2024 07:00

Randomize

Monitoring Service: Reminders [5 - Days] Interval: 5 Unit: Days

Limited

Does Not Expire

Notes

Contact Joyce at the site and confirm her welfare. |

CANCEL DONE

1. Select **Reminder** under the desired System.
2. Click the **Plus sign** (⊕).
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**.
 - Select the appropriate **Monitoring Service**. 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, for **plus and minus minutes**, and allows Manitou 2.x Web client to stagger when the alarms generate to an operator.
 - The Limited check box, when selected, allows setting **how many times this reminder runs**.
7. Enter any **additional notes**.
8. Click **Done**.

Editing Reminders

The screenshot shows the 'Reminders' interface. On the left, a table lists reminders with columns for Event, Description, Type, and Linked. The main panel, titled 'Reminder Details', shows the following information:

- Linked Reminder:** System Account
- Reminder Type:** Create Signal
- Event:** *REM
- Description:** Welfare Check
- Area:**
- Zone:**
- Point Id:**

The **Frequency** section includes:

- Schedule:**
- Next Reminder:** Oct 04, 2024 07:00
- Randomize:**
- Start Minus:** 0 **End Plus:** 0
- Interval Minus:** 0 **Interval Plus:** 0
- Interval:** 5 **Unit:** Days
- Limited:** **Count:** 0
- Does Not Expire:** **Expiration:** **Auto Purge:**

The **Notes** section contains the text: "Contact Joyce at the site and confirm her welfare." A red arrow points to a pencil icon in the top right corner of the details panel.

- **Locate** the reminder to Edit.
- Click the **Pencil icon** (✎) to edit.
- **Make the changes**.
- **Save** (💾) the Record.

Important Notes

- Before creating a reminder, take the time to find or create an **Event Code** to Use. This example uses an Event

Code created in the Event codes in Manitou Manitou Reminder (*REM).

*REM - Manitou Reminder	
Category	General Alarms
Zone State Code	
Alarm	Yes
Priority	20
Default Action Pattern	General System Response
Generic Signal Instructions	
TX Programming Commands	
Signal Processing Attributes	
Customer Attributes	
Seconds before new/viewed alarm changes to:	
Warning Level	800
Danger Level	3500
Seconds before actioned alarm changes to:	
Warning Level	3599
Danger Level	3600
Alarm Color	
Disaster Mode	
Disaster Mode Type	Default
Suspend Time	0 seconds
Priority	20

- All Reminders require a Monitoring Service. To Create a Reminder Monitoring Service.
 - Navigate to the **Supervisor Workstation – Maintenance Menu – Setup – Monitoring Types**.
 - Add a “**Sub-System**” service.

Add Monitoring Type

Monitoring Level: Sub-System

Attribute: Reminder Service

Description: Daily Reminder

OK Cancel

- Set the **Description, Time Frames**, and select “**Reminder Service**” as the type.

Monitoring Types

Attribute: Reminder Service

Description: Daily Reminder

Customer Sub Type:

Monitoring Level: Sub-System

Billing Code:

Heading Code:

Add Code:

Limit Code:

Limit Type:

Limit Quantity: 0

Reminder Unit: Days

Reminder Interval: 1

Monitoring Types

Attribute: Reminder Service

Description: Annual Reminder

Customer Sub Type:

Monitoring Level: Sub-System

Billing Code:

Heading Code:

Add Code:

Limit Code:

Limit Type:

Limit Quantity: 0

Reminder Unit: Days

Reminder Interval: 365

- For any reminders that follow a specific schedule such as weekdays or weekends, the reminder requires a **General Schedule**. General Schedules aid in ensuring reminders only produce when necessary.
- Selecting the **auto-purge** checkbox enables the purge option, when set in the Options form within the Supervisor Workstation, removes the expired reminder automatically.
- 📌 **Remember to test**.