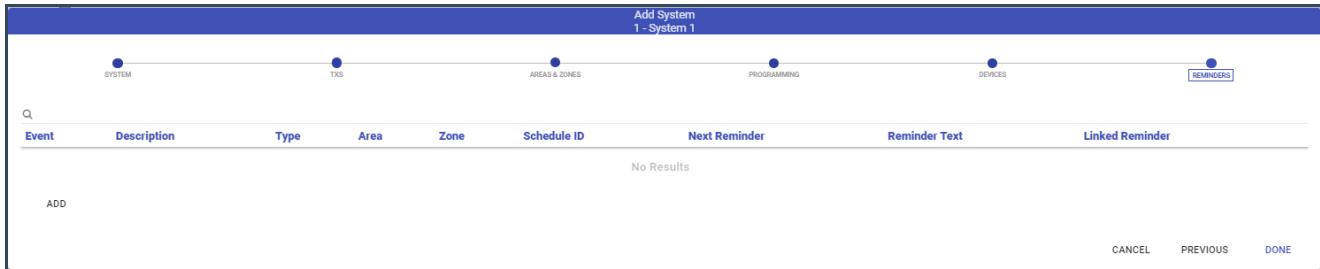


# New Customer Systems - Reminders - Access Control

Manitou allows your organization to generate notifications and alarms for the response on a scheduled basis based on the needs of the customer and your business. Reminders help you do this.



Add System  
1 - System 1

Event	Description	Type	Area	Zone	Schedule ID	Next Reminder	Reminder Text	Linked Reminder
No Results								

ADD CANCEL PREVIOUS DONE

## Adding a Reminder

- Click Add.
- Select the type of Reminder to create: Signal or Maintenance Issue.
- If Signal, select the Event to generate the alarm. (We recommend creating a standard, or specific, Reminder Event. Many use an event such as \*REM)

Reminder Add

**Reminder**

Reminder Type

Event  

▼
-1

**Description**

This field is required.

**Point ID**

**Frequency**

Schedule

Next Reminder  

▼

Randomize

Monitoring Service

Interval

Unit

Limited

Does Not Expire

**Notes**

CANCEL
DONE

- Enter the Description.
- If necessary, enter the Point ID for the Event. (*Many will more specifically describe what reminder here*)
- Set the Frequency, this can be done using a schedule, if not yet created, none will be available, or based on the start date.
- Select Randomize if you would like to create the reminder at an irregular time.
- Select the Monitoring Service. (This MUST be available in the Manitou Monitoring Services.)
- Select Limited if you will expire the reminder after a specific number of times or on a date.
- Enter any Notes related to the reminder. They append to the event when delivered to the operator.
- If the Reminder is for a Maintenance Issue

**Reminder Add**

**Reminder**

Reminder Type  
Create Maintenance Issue

Description  
*This field is required.*

**Frequency**

Schedule Next Reminder  
None

Randomize

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

Limited

Does Not Expire

Notes

**CANCEL** **DONE**

- Set the Description for the reminder.
- Set the Frequency.
- Choose Randomize if it applies.
- Choose the monitoring service.
- Select Limited, if required.
- Enter any notes that will append to the Maintenance Issue when raised by the reminder.
- Repeat as required.

When all reminders are entered as needed, click **Done**, then Click **Done**.