

# 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

SYSTEM

TIDS

AREAS & ZONES

PROGRAMMING

SERVICES

REMINDERS

Q

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

CANCELPREVIOUSDONE

## 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

Create Signal

Event

-1

Description

This field is required.

Point ID

Frequency

Schedule

None

Next Reminder

☐ Randomize

Monitoring Service

Reminders [5 - Days]

Interval

5

Unit

Days

☐ 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**.