

Setting up Worker Reminders



There is an option to have the Worker reminded about missed check-ins by an **sms alert** or a **phone call**.

To set up sms and phone call reminders access the worker profile in the dashboard


1. Under 'Sms Alert (mins)' click on the drop-down menu.
2. Select the number of minutes you want between each message.
3. To select how many times the sms is sent, click on the drop-down menu underneath 'Sms Alert Repeat'.


Sms Alert (mins) 10 mins	Sms Alert Repeat Three Times
<small>Send an sms alert to the cell phone after the checkin is missed. Please select how many minutes after the missed checkin you would like the alert. Each sms will use a credit from your sms/call contract.</small>	<small>How many times should the sms alert be sent out again if they do not check in.</small>

1. Under 'Call Alert (mins)' click on the drop-down menu.
2. Select the number of minutes you want between each phone call.
3. To select how many times the call is made, click on the drop-down menu underneath 'Call Alert Repeat'.

Call Alert (mins) None	Call Alert Repeat Never
<small>Make a phone call to the worker after the checkin is missed. Please select how many minutes after the missed checkin you would like the call to be made. Each call will use a credit from your sms/call contract.</small>	<small>How many times should the call alert be sent out again if they do not check in.</small>

We recommend the following settings:

 **Sms Reminder: 2 minutes**

 **Phone Reminder: 5 minutes**

The SMS or phone call reminders should all occur before the Monitor Alert is sent