

Personal, Group, Volunteer and Mass Reminders



All MSC Reminders are Pop-Up messages on the touch screen kiosk. Reminders are the first thing people see when they check in. They pop up on the screen and cover the entire screen. You have to touch OK to make them disappear. Reminders are great for communicating through the touchscreen.

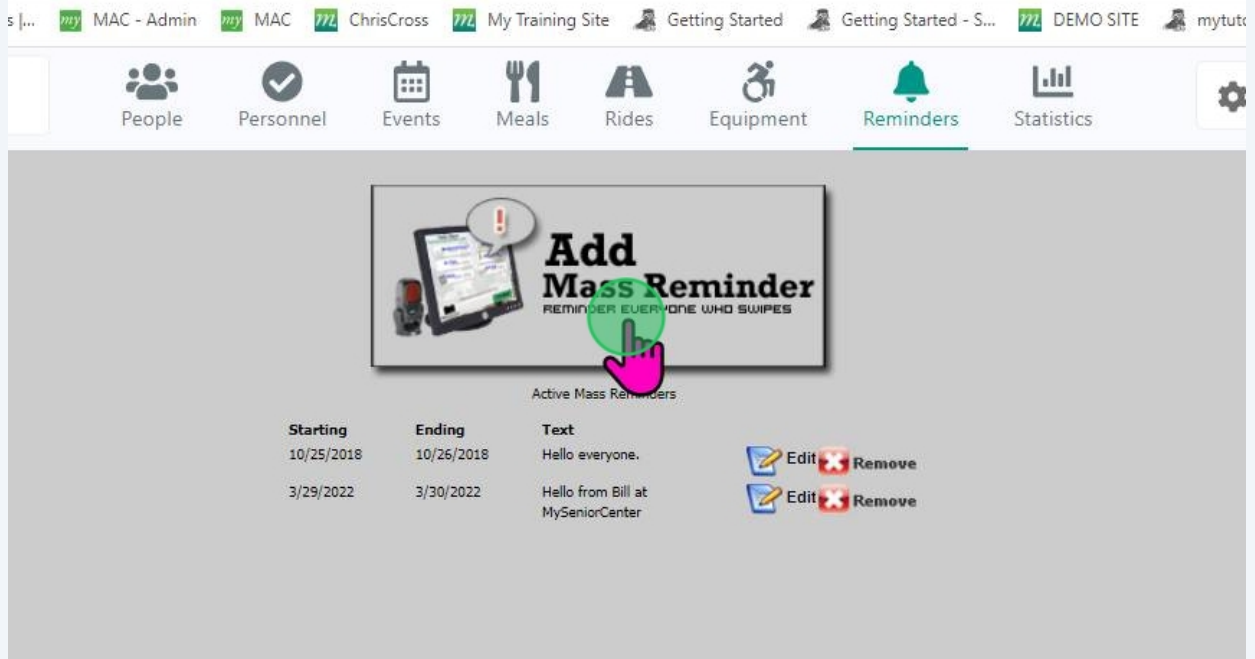
Mass Reminders

1 Click "Reminders"

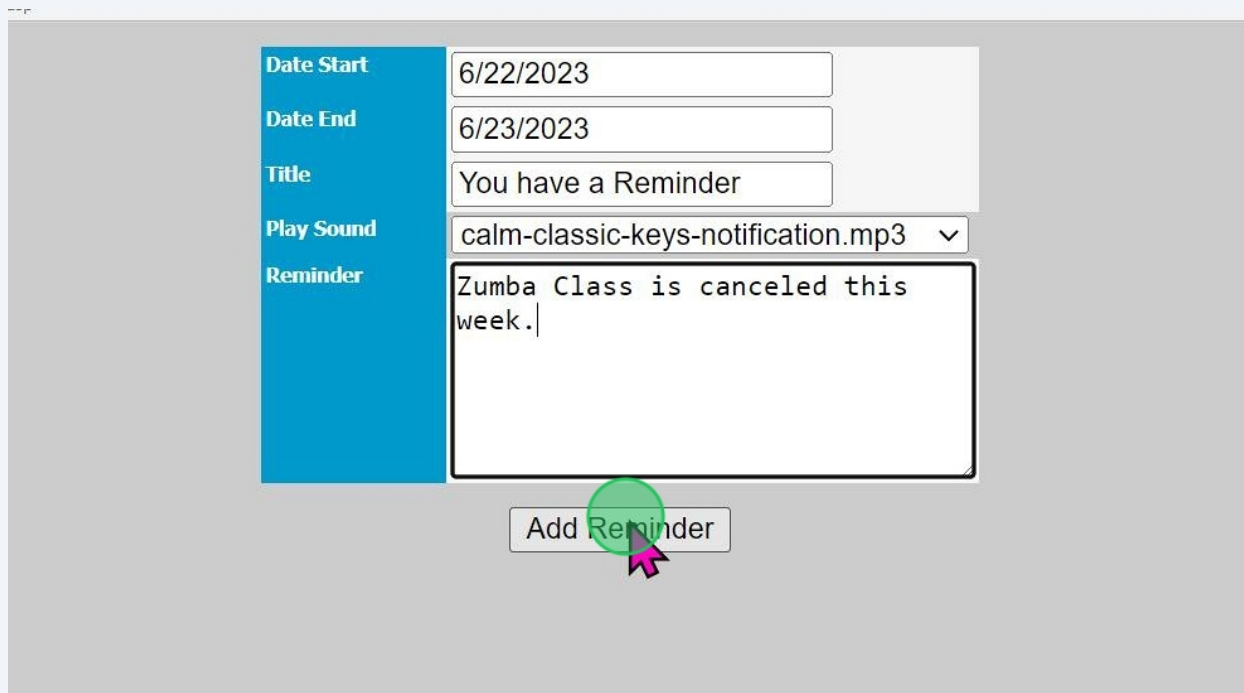
The screenshot shows a kiosk interface with a navigation bar at the top. The 'Reminders' icon, which is a green bell, is highlighted with a pink hand cursor. Below the navigation bar, there is a large banner for 'Add Mass Reminder' with the text 'REMINDER EVERYONE WHO SWIPES'. Underneath the banner, there is a table of active mass reminders.

Starting	Ending	Text	
10/25/2018	10/26/2018	Hello everyone.	
3/29/2022	3/30/2022	Hello from Bill at MySeniorCenter	

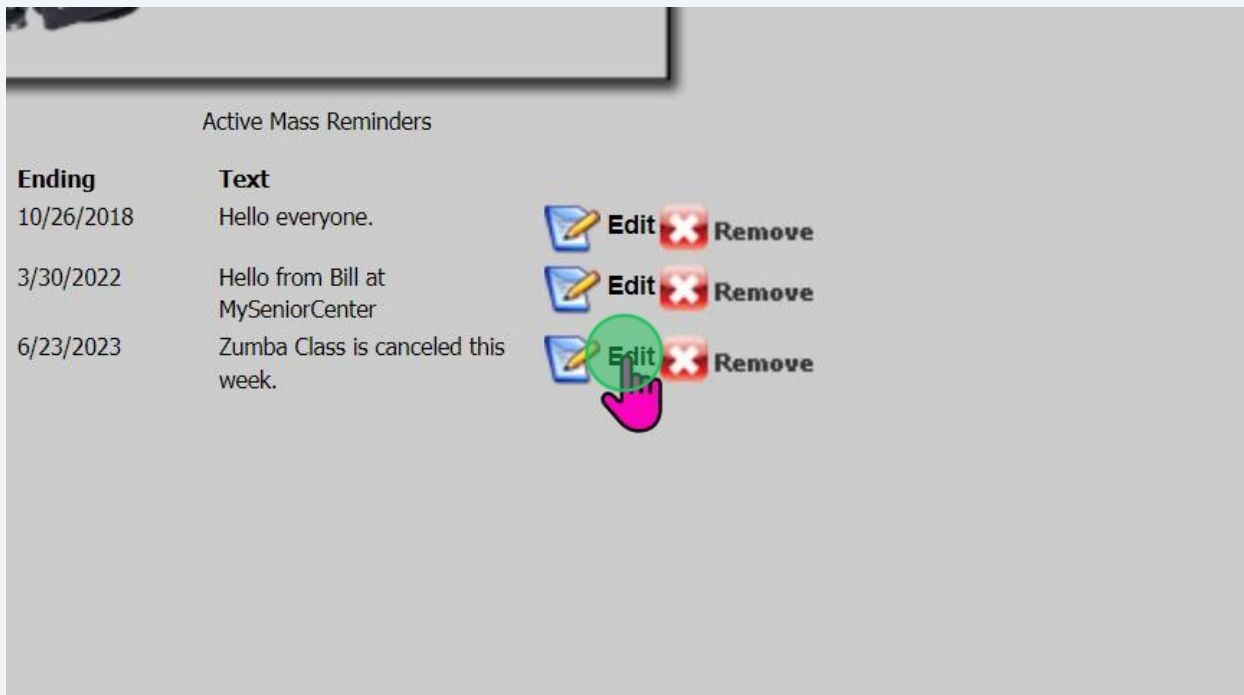
2 Click "Add Reminder"



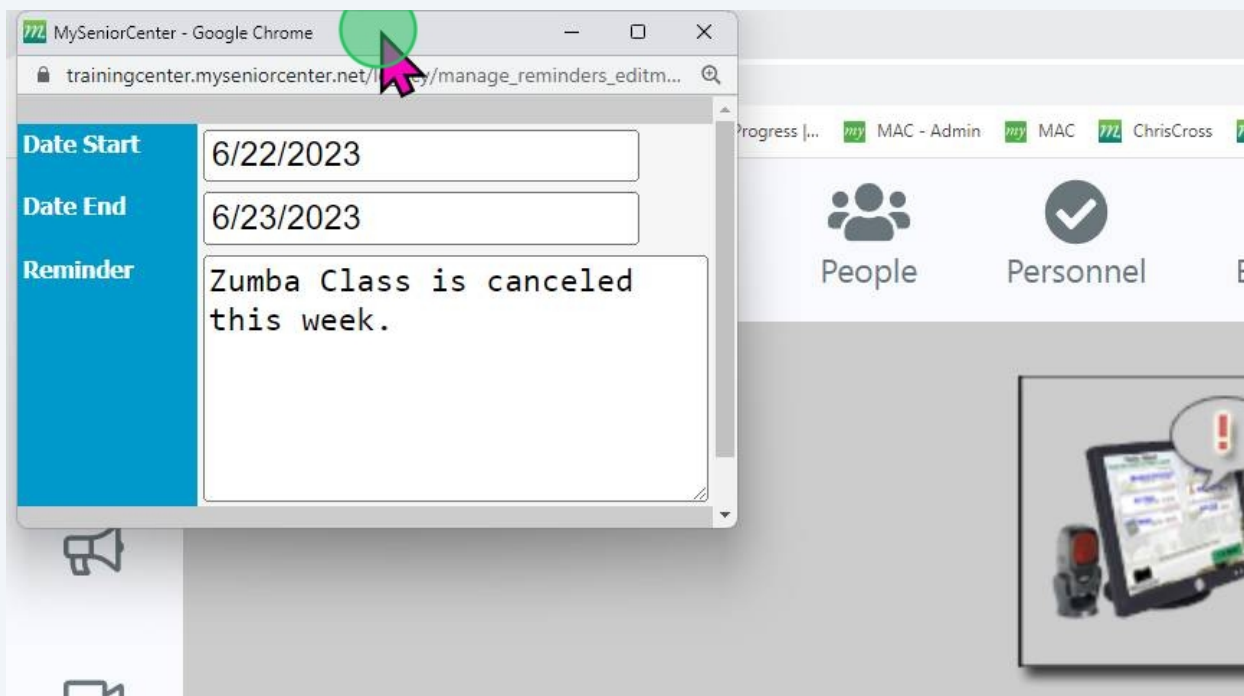
3 Fill in a starting and ending date. If you have a reminder run for a week and a person comes in every day that week, they will see that reminder every day that week. You can enter any title you like, choose a sound effect and then type out your message and click Add Reminder.



4 You can recycle reminders by editing them....

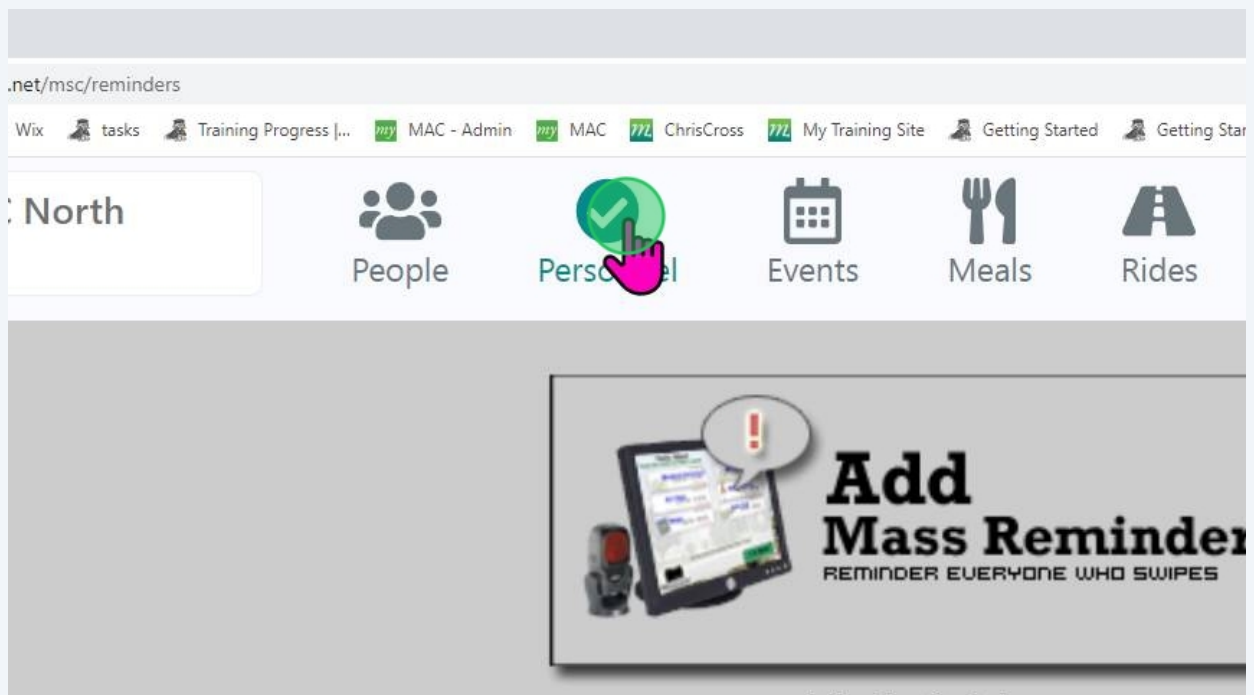


5 and changing the dates.

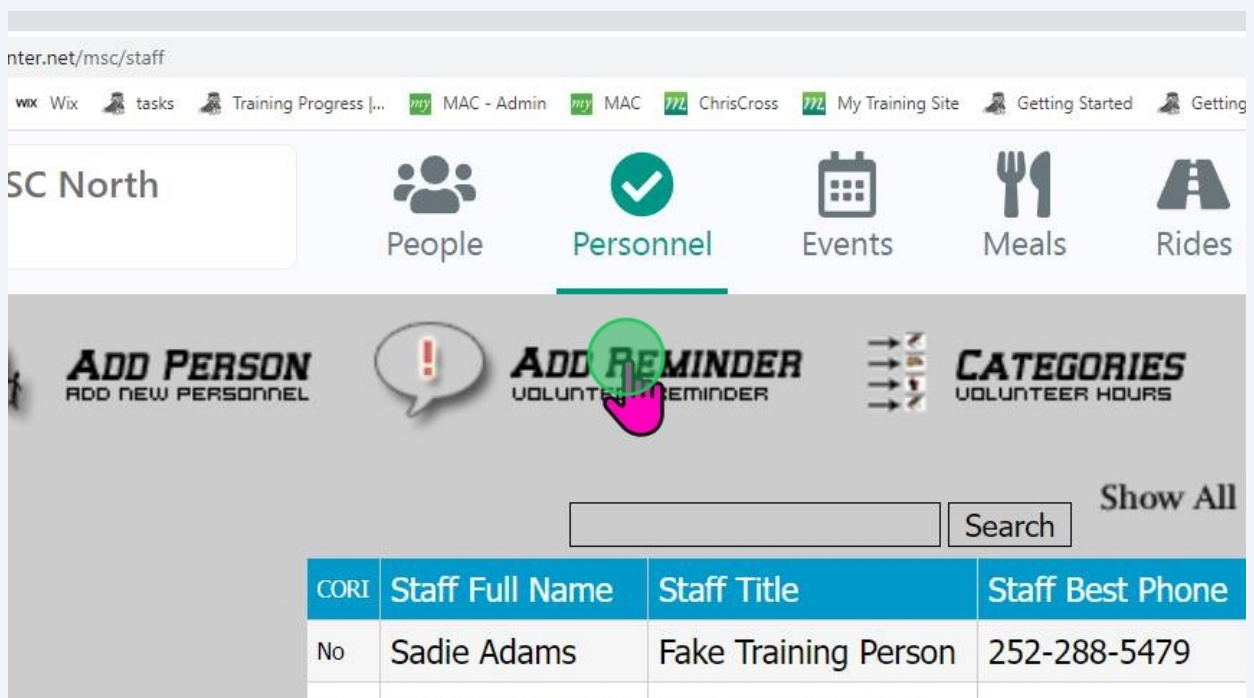


Volunteer Reminder

6 Click the "Personnel" tab

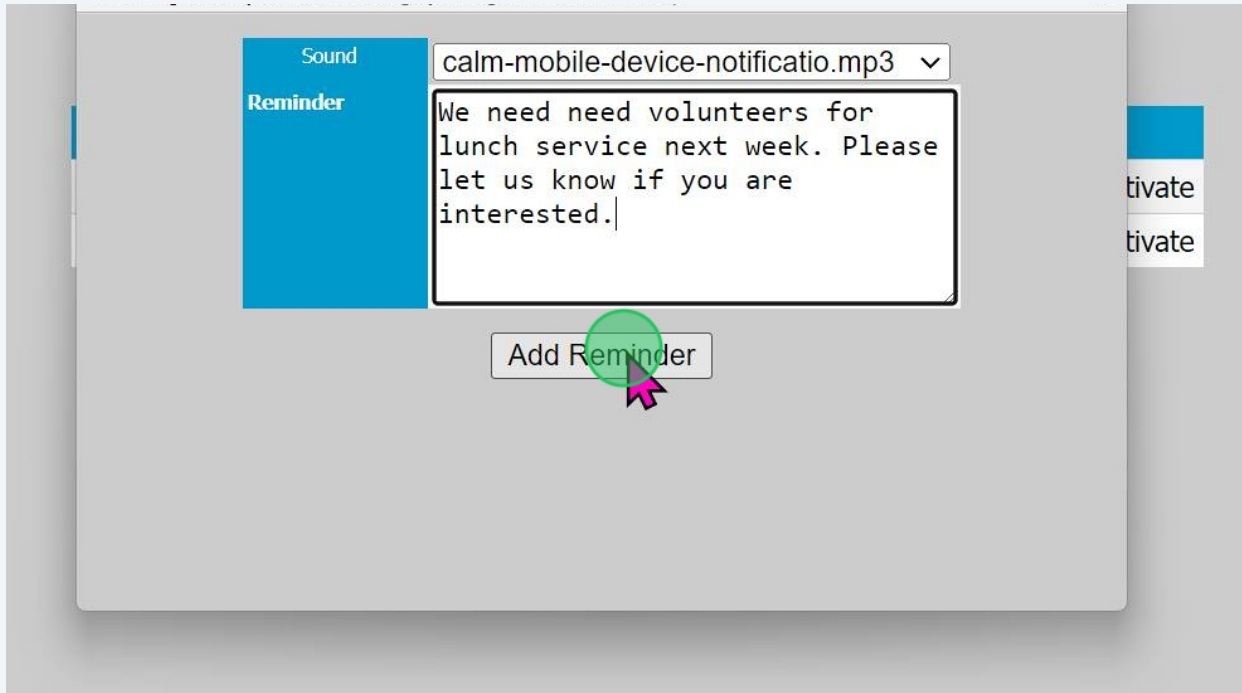


7 Click Add Reminder



8

This is the same thing but these reminders only show up for volunteer. These reminders show once, the next time they check in.



Personal Reminders

9 Click the "People" tab.

The MSC North Center

People Personnel Events Mea

ADD PERSON
ADD NEW PERSONNEL

ADD REMINDER
VOLUNTEER REMINDER

CATI
VOLUNT

Search

CORI	Staff Full Name	Staff Title	Staff
No	Sadie Adams	Fake Training Person	252

10 Click a Person.

Center People Personnel

Advanced - Show All - Scan Card

Search

Adams, Sadie
252-288-3479
New Bern, NC

Amos Olds, Michele
252-259-7744
New Bern, NC

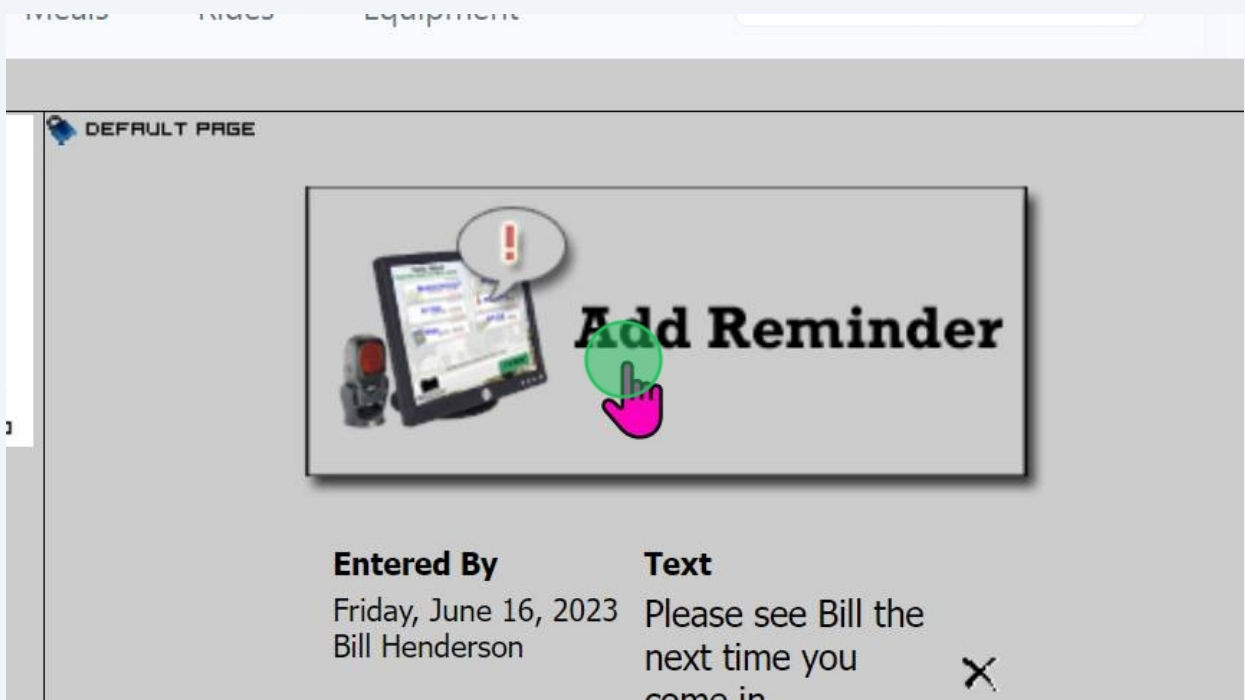
Armond, George
Unknown, NC

- + Add Person
- Person List
- Import People
- Manage Dropdown Lists
- Manual Person Merge
- Email List

11 Click that person's Reminders icon.

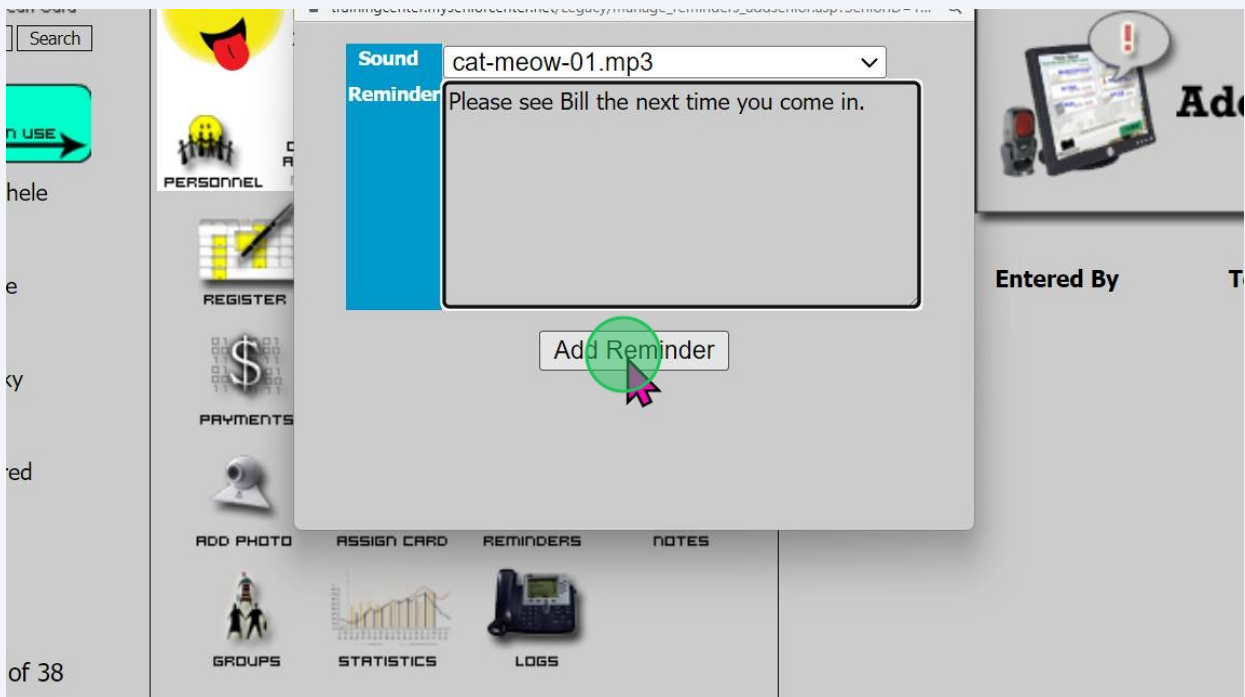


12 Click "Add Reminder" on the right.



13

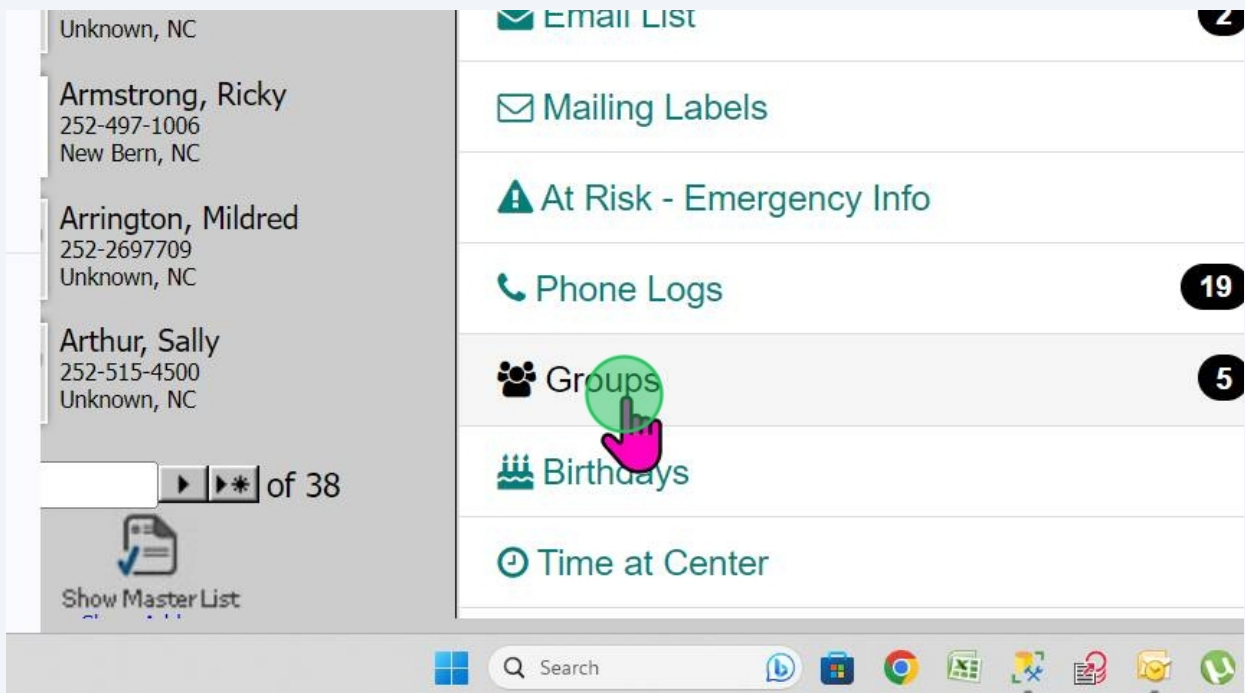
This is a personal reminder and will only show up for this person. It shows up the next time they check in and it shows up once.



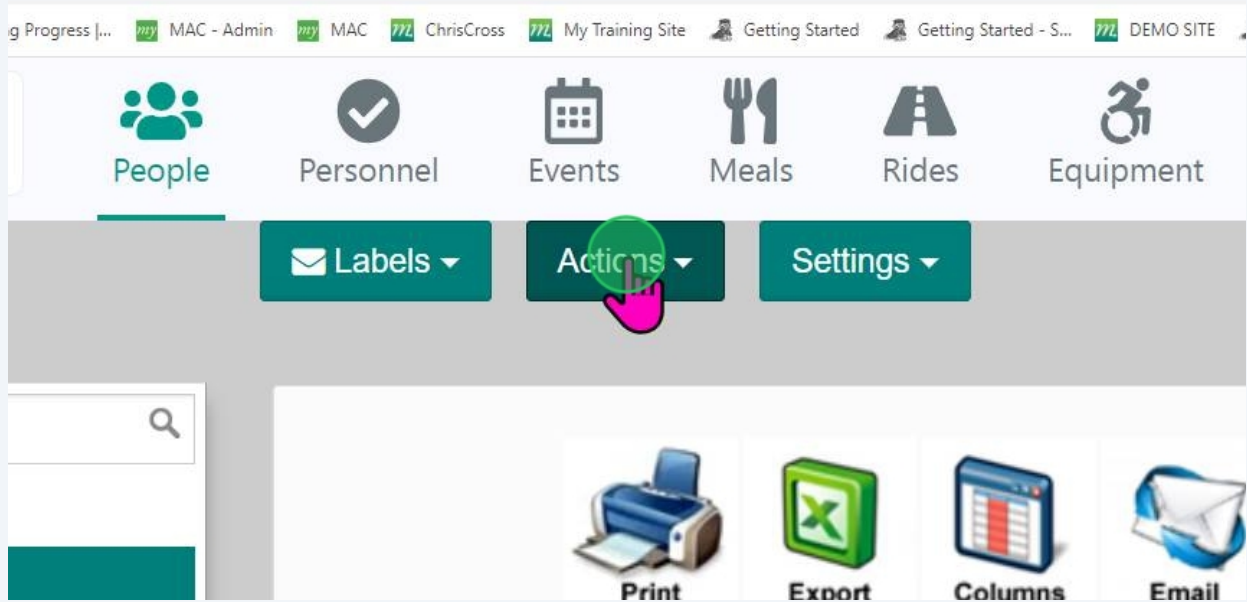
Group Reminders

14

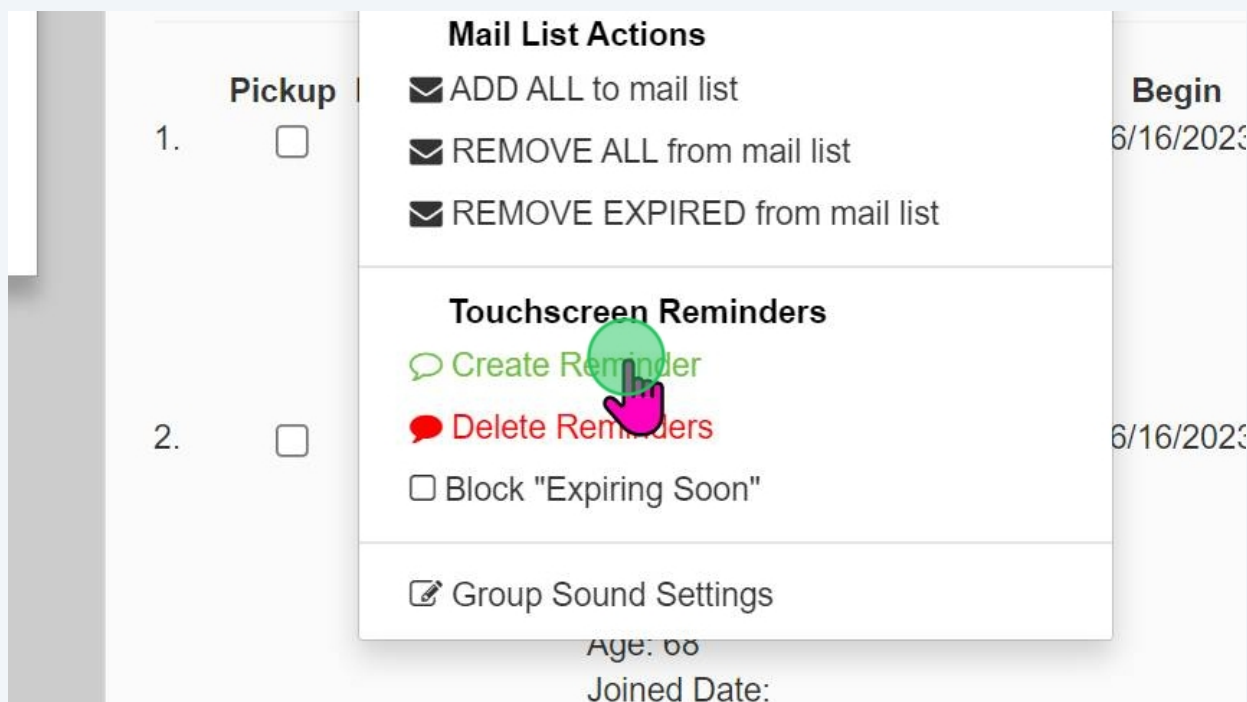
Go to the people tab and click the Groups link in the center pane. If you cannot find it click Show All above the search box.



15 Select a group and click the Actions drop down list.



16 Click "Create Reminder".



17

This is the same thing but these reminders show up for anyone in the group at the time you created the reminder. These reminders show once, the next time they check in.

