



## Therma: Adding an Alert

Prefer to watch a video? Click [here](#) to watch a video on how to add an alert to your Therma Dashboard. Otherwise, please follow the instructions below:

Please note before starting, only site Administrators will be able to perform this function.

1. Click the Sensor tab on the main navigation toolbar at the top of your screen
2. Click on which location you would like to add the alert under
  - a. A dropdown of current sensors for that location will appear
3. Click which sensor you would like to add the alert under
  - a. A dropdown of current alerts for that sensor will appear
4. To add a new alert, click the Add an alert button
  - a. A new alert form will appear
  - b. Fill out the form with your desired parameter, temperature threshold, time threshold, alert recipient(s), and contact method (all fields are required to be filled out)
  - c. If desired, you can also create an alert schedule for this specific alert by clicking the Schedule alerts button to the left of the Cancel button (not required)
  - d. Once complete, click Save
  - e. Your new alert will be added to the list of alerts for that sensor and it will automatically be enabled
    - i. To disable an alert, click the Power button to the right of the corresponding alert until it turns gray
5. To edit an existing alert, click the Edit button to the right of the Power button for the corresponding alert
  - a. This will bring you to the alert form where you can make your desired changes by clicking on each field (all fields are required to be filled out)
  - b. Once complete, click Save
6. To delete an alert, click the Delete button to the right of the edit button for the corresponding alert
  - a. A delete confirmation pop-up window will appear, click Delete

The screenshot shows the Therma dashboard for 'Colnspect Cafe - Twin Peaks'. It displays a 'Walk-In Freezer' sensor with two alerts. The first alert is 'Alert 1' with a description: 'When Walk-In Freezer has failed to report for 4 hours or when the battery level is below 15%, notify Therma Dogood via email'. The second alert is 'Alert 2' with a description: 'When Walk-In Freezer is above 0°F for 30 minutes, notify...'. Below the alerts is a form to create a new alert. The form has the following fields: 'When Walk-In Freezer is:' (dropdown menu with 'above' selected), 'Temperature:' (input field with '0' and a unit selector 'F'), 'For:' (input field with '30' and a unit selector 'minutes'), 'Then notify:' (dropdown menu with 'Select team members' selected), and 'Via:' (dropdown menu with 'email' selected). There are 'Cancel' and 'Save' buttons at the bottom right of the form.

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## Contact Us

Have questions or need assistance? We're available via email and chat 24/7.

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