Therma

Therma: Scheduling an Alert

Prefer to watch a video? Click here to watch a video on how to schedule an alert on 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 has the alert you wish to add a schedule to
   a. A dropdown of current sensors for that location will appear
3. Click on which sensor has the alert you wish to add a schedule to
   a. A dropdown of current alerts for that sensor will appear
4. Click the Edit button to the right of the Power button for the alert you wish to add the schedule to
   a. This will bring you to the alert form where you can make edits for the alert
5. Click the Schedule alerts button to the right of the Cancel button (shown as a Bell icon)
   a. If the Schedule alert button is gray, no schedule is being used; if the Schedule alert button is pink, the alert has a schedule currently in use
6. The Schedule alert pop-up window will appear

   a. Select the time zone, day(s), and time(s) you would like to receive alerts
   b. To add a day to your schedule, click the + Add rule button
   c. To delete a day from your schedule, click the Delete button to the right of that rule
   d. Please note: alerts will only be active during the time period displayed on your Schedule alert list in this window, alerts will be disabled for all other time periods
   e. Once complete, click the Schedule alert pop-up window's Save button
7. Click the Save button on the alert form to finalize all alert changes

Please note: Alert schedules apply only to one specific alert and do not apply to any other alerts for that sensor unless separately created.

___

Contact Us

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

📧: support@hellotherma.com
💻: hellotherma.com