Entering Actions

Instructions for entering actions for post-dates and wakeups on the CMC:

Go to STARTEL Administrative Controls

Double-click the "Actions" icon

On the toolbar at the top of the screen, click on the Client ID menu
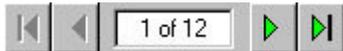
Use the green arrows to flip through the List in the Client Selection window that appears. Double-click on the client you want to set up an action for. This will bring up the list of current actions.

Note: WAKEUPS for KING'S EMPLOYEES that do not have their own account and actions for our benefit not related to an account (such as "Operators Move Cars" or "Turn off fan in Bathroom") should be placed under "System" – the first item on the list

Click the "Add" button on the toolbar

Enter a **Description** so other operators can identify this action in the list (such as **"W/U for Dr Adams"** or **"Enter P/D"**

Client Execute Time is the **time** you want the **action** to **come up**

Action Owner should be set to **"Client"**

Frequency should be set to **"Once"** unless you're setting up a permanent action

Type should be **"Message <Displays Text>"**

Message should be what you want the action to display, such as **"W/U Dr Adams @ 555-5555"** or **"Enter P/D for Acct 888"**