SimplyWake

Wake up call system

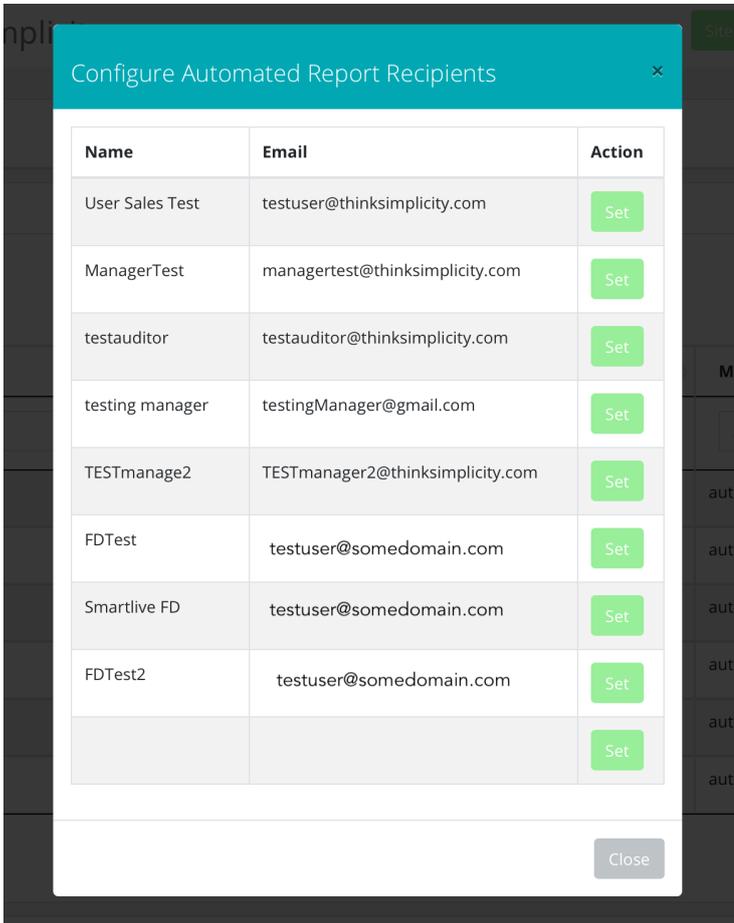- List
- Create

List

A: Row Filter Dropdown

Filter the number of rows shown in the associated table

B: Create New Wake-up Call button

Button to create a new wake up call

More information found here: https://kb.thinksimplicity.net/link/568#bkmrk-page-title

C: Button to pop up which allows you to manage the automated wake up call report recipients

Configure Automated Report Recipients ✕

Name	Email	Action
User Sales Test	testuser@thinksimplicity.com	Set
ManagerTest	managertest@thinksimplicity.com	Set
testauditor	testauditor@thinksimplicity.com	Set
testing manager	testingManager@gmail.com	Set
TESTmanage2	TESTmanager2@thinksimplicity.com	Set
FDTest	testuser@somedomain.com	Set
Smartlive FD	testuser@somedomain.com	Set
FDTest2	testuser@somedomain.com	Set
		Set

Close

The pop up screen will show all the users associated to the site and will allow you to select which users should receive the report by clicking on the 'Set' button beside the email address.

If a user is already set to receive the wake up report, then the icon will show "Unset". When unset is clicked, the icon changes to "Set".

D: Search box will filter out the rows shown by any matching character strings entered in any field within the associated table.

E: Active Wake-up Calls table. This lists all the active wake-up calls.

- Room - Shows the room number
- Time - Shows the scheduled time for the wake-up call by year - month - day hour : minute : second
- Result - Shows the status of the wake-up call
- Repeat - Shows if the wake-up call is to be repeated
- Method - The way the wake-up call will notify the Room
  - automated - the system will call the Room directly and play a pre-recorded recording when answered
  - manual - the system will call the front desk extensions and notify the staff that guest in room # will need to be woken up
- Action - Actions which can be taken upon the wake-up call entry

F: Action - Actions which can be taken upon the wake-up call entry

- Delete - Removes the wake-up call for the Room
- Reschedule - Allows the wake-up call to be changed to another day and time

G: Filter records in the associated table by date range

H: Table showing a list of Past Wake-up Calls

- Room - Shows the room number
- Time - Shows the scheduled time for the wake-up call by year - month - day hour : minute : second
- Result - Shows the status of the wake-up call
- Repeat - Shows if the wake-up call is to be repeated
- Method - The way the wake-up call will notify the Room
  - automated - the system will call the Room directly and play a pre-recorded recording when answered
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J: Action - Actions which can be taken upon the wake-up call entry

- Reschedule - Allows the wake-up call to be changed to another day and time
- View - View an already called wake up call - view the time answered, and who last modified the wake up call

Viewing Past Wake-up Calls

In the image below, it represents what will be displayed when you click on the 'View' button next to the Past Wake-up Calls entry.

You will have the scheduling details listed on the left and on the right you will have the attempts listed and their results.

Create

Select Date:

| 10/11/2019 | (1) | | Today | Tomorrow |

Select the Hour (2)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Select the Minute (3)

| 00 | 05 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 |

| A.M. | P.M. | (4) |

Wakeup Method

| Manual | Automated | (5) |

Repeat Wake-up Daily ☐ (6)

Room List select the rooms you want to set the wake up call for

(7)

| 7100 | 7101 | 7102 | 7103 | 7104 | 7105 | 7106 | 7107 | 7108 | 7109 | 7110 | 7111 | 7112 | 7113 |

1. **Select Date:** Click on this field to select the date the wake-up call should be triggered
2. **Select Hour:** Click on the corresponding box to select the hour to trigger the wake-up call
3. **Select the Minute:** Select the minute (displayed in 5 min increments) for the wake-up call to be triggered.
4. **AM or PM:** Choose whether the wake-up call should trigger in the AM or the PM
5. **Wake-up Method**: Choose whether the wake-up call will be triggered using the automated system (default) or if the hotel staff will manually call.
6. **Repeat Wake-up Daily:** Allows the same wake-up call to be scheduled for consecutive days
7. **Room List:** Choose the room the wake-up call system will call/trigger for.