

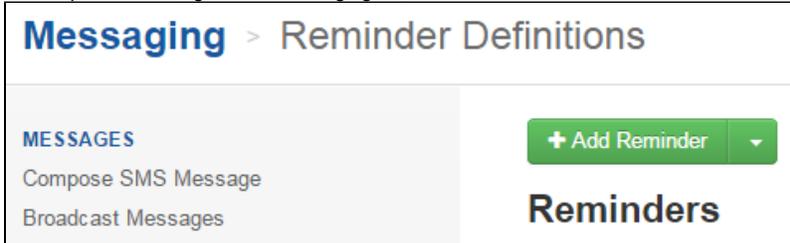
Keywords Tutorial - Setup a Reminder Alert for Missed Data Collection

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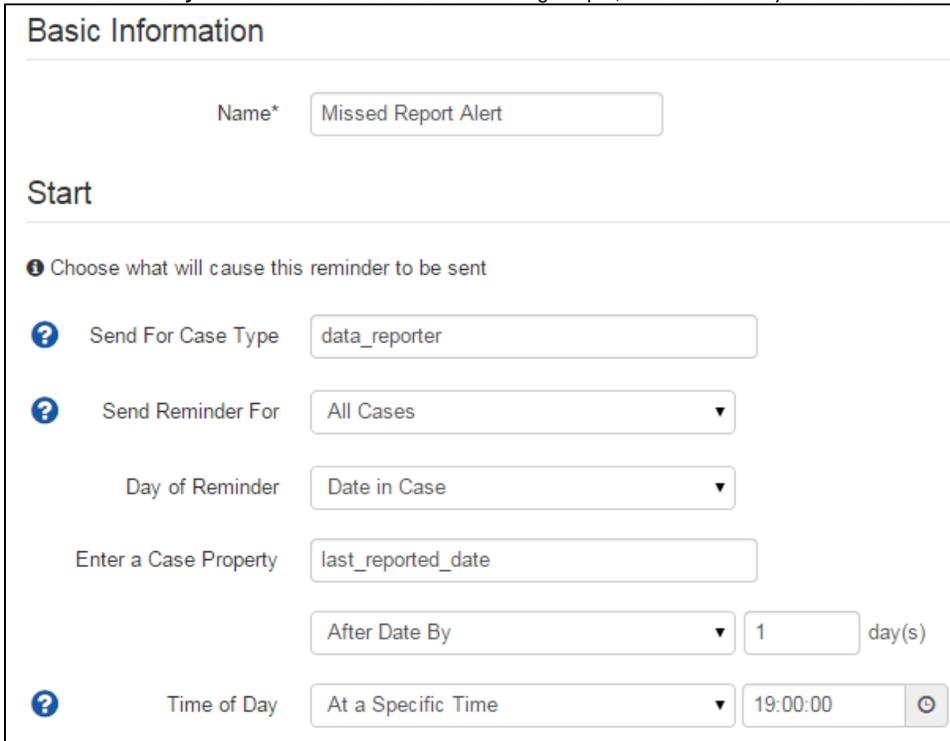
[Setup the HELP Keyword](#)

This reminder will be configured to go out in the evening if the user does not report data for the day. The reminder will be sent the day after the *last_reported_date*. Since the *last_reported_date* is updated whenever daily activity is reported, if the user does not report their activity, this will cause the reminder to be sent out on that day (since *last_reported_date* will be yesterday).

1. To setup a reminder, go to the Messaging tab, then in the left side bar choose Reminders. Then click on the + Add Reminder button.



2. We'll now configure when the reminder will be sent. Give the reminder a name (ex. Missed Report Alert) and scroll down to the Start section.
 - **Send for Case Type:** This controls which case type will cause the reminder to send. Choose *data_reporter* from the dropdown list.
 - **Send Reminder For:** This can be used to choose which cases will cause the reminder to send. We want the message to be sent to *All Cases*.
 - **Day of Reminder:** You can also control date and the reminder will be sent. For this reminder, we want it to be sent based on a *Date In Case*. Choose the *last_reported_date* and send the reminder after the date by 1 day.
 - **Time of Day:** We'll send this reminder in the evening at 7pm, so choose *At a Specific Time* and *19:00*.



3. The next step is to choose who will receive a reminder. There are a number of options (the case, the case's owner, or a specific mobile worker group). We want this reminder to go to the case's owner (the supervisor).

Recipient

? Recipient* Case Owner ▼

4. We can now specify the message content to send. Choose the *SMS* send option and provide the message to send. For this reminder, we can set the message to "{case.name} did not report data today. Please check in with them." The {case.name} will refer to the name of the case (the data collector) in the message.

Message Content

? Send* SMS ▼

Message (en) {case.name} did not report data today. Please check in with them.

66 characters (160 /message)

5. This reminder doesn't need to Repeat and we don't need any of the advanced options, so we can just go ahead and choose Create Reminder button.

Repeat

Repeat Reminder No ▼

» Advanced Options

Create Reminder Cancel

Our system is now setup, so we can now test the messages and reminders.

Next:

[Test the Keywords and Alerts](#)