

## Setting a Time Alert

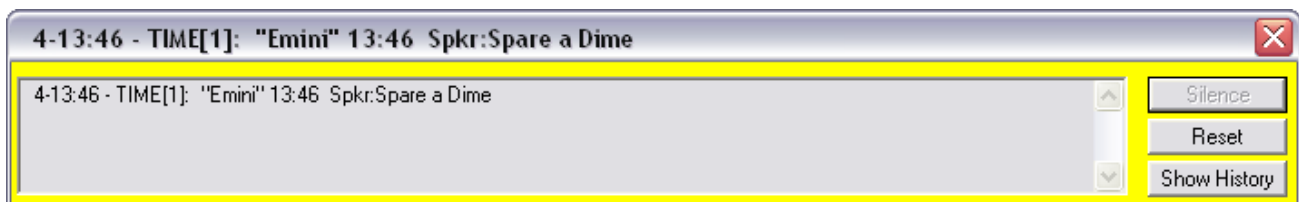
A time alert displays an alert at the user-defined time. This example shows a daily alert at 15:00 local time.

	On	Local	Name	Date	Time	Actions	Occurs	Note
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emini		13:46	Spkr:Spare a Dime(Timeout)	Daily	
2	<input type="checkbox"/>	<input type="checkbox"/>						

1. Type a name for the alert.
2. Type a date.
3. Type a time.
4. To use local time, select the **Local** box. Local time appears in the title bar of the Alert window. COG line time is US Central Time and will be used if this box is not checked.
5. Right-click the **Actions** box, and select **Set Actions**.
6. On the **Sound** tab, choose the sound you want played when the alert is triggered.
7. On the **Email** tab, choose whether you want to send an e-mail when the alert is triggered.
8. Select **Once**, **Hourly**, or **Daily** in the **Occurs** list.
9. Make sure the alert is turned on.

Right-click the **Date** box to filter your list by date.

Once the alert is triggered, it will look something like this:



To silence the alert, click the **Silence** button.

To reset the alert, click the **Reset** button.

To show all past alerts of this type, click the **Show History** button.