# InformaCast Fusion EDITING A BELL SCHEDULE

Login to <u>https://service.icmobile.singlewire.com/</u>

LOGIN	
Email address	melanie.torgerson@lhusd.org
Password	LOG IN I forgot my password

**Go To NOTIFICATIONS TAB, Click the "+" to expand menu.** 

M		<b>°</b>	**	Notifications	_
	Singlew software	ire'	>	<ul> <li>Notification History</li> </ul>	
Mela	nie Torgerson 👍 🦲		1	Message Templates	
Q	Search Menu	×	E.	Confirmation Requests	
			l	Command Center	+
f	Home		ſ	Tracking Event Notifications	
+*	Recipients	+	4	Notification Profiles	
~	Notifications	+	4	Follow-up Message Template	
	Admin	+	4. **	DialCast *	+
Ê	Beports	+	C	5 Scheduled Notifications	
			¢	Event Sources	+
2	Support *	+	Ğ	8 Bell Schedules	+

- **Go to BELL SCHEDULES, Click the "+" to expand the menu, Click on OVERVIEW.**
- $\circ$   $\;$  You will now see a calendar view of the current schedules running.



> Under the OVERVIEW on the menu, select RING LISTS, select the Bell Schedule to edit.

🖻 Overview	Ring Lists ?
J Ring Lists	Lioto ning noto, milon definie milen dia
Schedules	
Exceptions	Q Search
	NAME
	🛛 Havasupai Early Release Bells
	Havasupai Regular Day Bells
	GJamaica Early Release Bells

## > Edit the Bell Schedule to fit your sites schedules, change time, ring tone, and where the bells will ring.

## ③ Basic Information

Name	Havasupai Early Release Bells
Description	Early Release Bells
🗖 Entries	
Time	7:55:00 AM
Ring Tone	Bell Tones
Distribution List Overrides	Distribution Lists
Device Group Overrides	Havasupai All Call X
Actions	
Time	8:00:00 AM
Ring Tone	Bell Tones
Distribution List Overrides	Distribution Lists
Device Group Overrides	Havasupai All Call 🛛 ×
Actions	

- > Scheduling the Bells and viewing the list for the week.
- Click on Schedules, click on the school (ex; Havasupai Bell Schedule)



#### Bell Schedule Details 😗

View/edit a bell schedule, its details, ring lists, and exceptions.

#### ③ Basic Information

1

Name	Havasupai Bell Schedule	
Description	Havasupai Bells	
Start	2020-12-04	
End	2021-08-11	
Time Zone	America/Phoenix	
Weekly Ring Lists Set your ring list preferences by assigning ring lists to particular days and configuring their weekly frequency, e.g. every week, every other week, etc. Weeks in Pattern 1		
Week 1 Monday	Havasupai Regular Day Bells	



## > ADDING EXCEPTION DATES TO BELL SCHEDULE



## Click the ADD Button

### Exceptions

Add an exception to replace the normal ring lists for the date(s) selected. Leaving the Ring List field as [None] suppresses ring lists for the date(s) selected.

No exceptions



ADD

CANCEL