BoostSolutions HumanLike Alert Reminder

User Guide

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Our web site: https://www.boostsolutions.com

# Contents

1. Installation

1.1 Add HumanLike Alert Reminder from the Store

1. Open Microsoft Teams.

2. Click on the 'Apps' icon on the left sidebar.

3. In the 'Apps' section, type 'HumanLike Alert Reminder' in the search bar.

4. Select the 'HumanLike Alert Reminder' by BoostSolutions from the search results.

5. Click 'Add' to install the app.

6. Once installed, the app can be accessed from the 'Apps' section. For quick access, you can pin it to the left sidebar in Microsoft Teams.

7. On your first use, you may be prompted to grant permissions. Click 'Continue' to proceed.
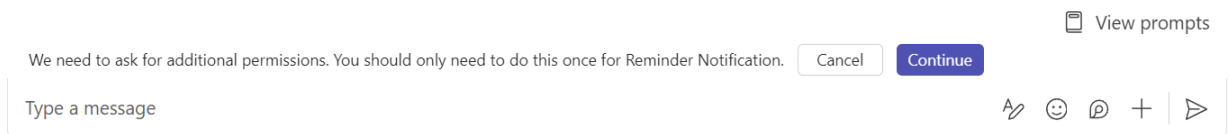
8. In the 'Permissions requested' dialog, review the details and click 'Accept' to complete the setup.
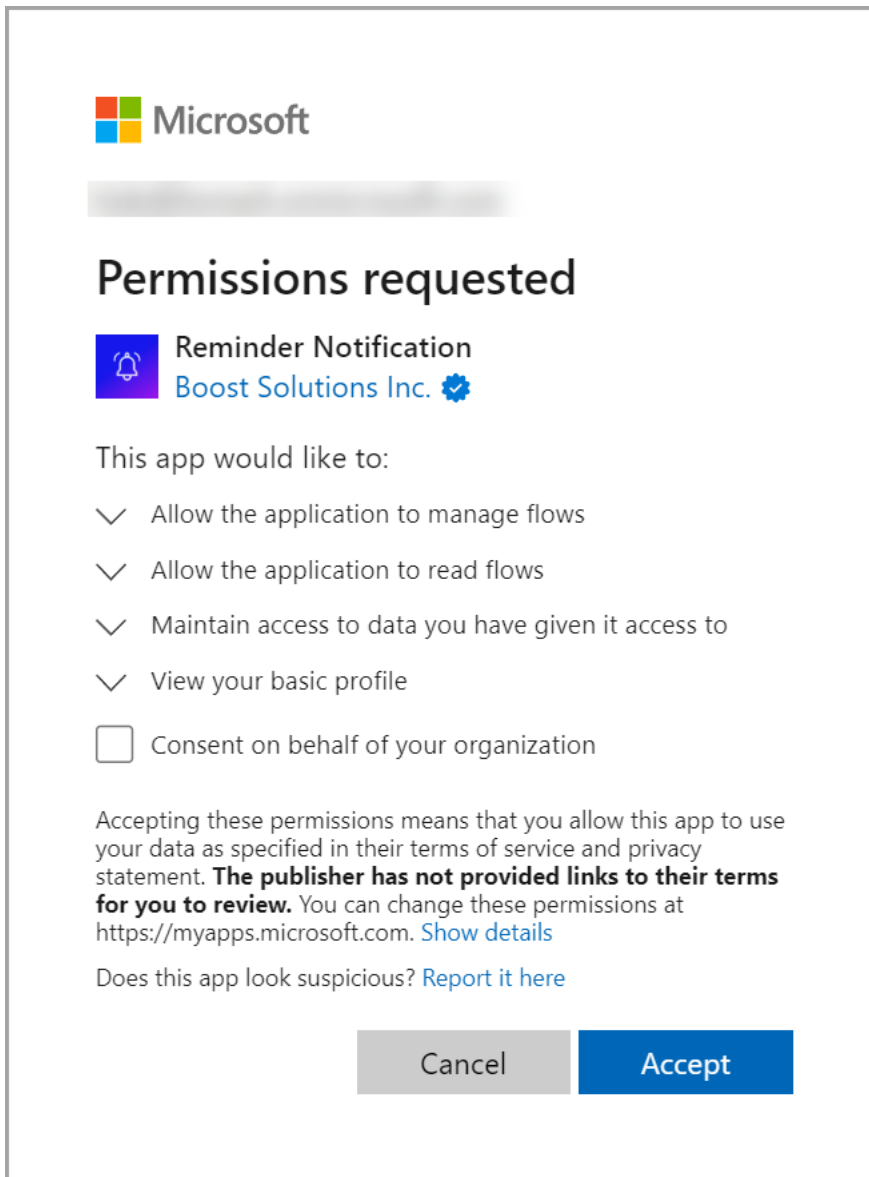
1.2 Remove HumanLike Alert Reminder from Teams

1. Open Microsoft Teams.

2. Locate the 'HumanLike Alert Reminder' icon in the left sidebar.

3. Right-click on the app and choose 'Uninstall'.

4. Confirm your choice and the app will be removed.

2. Set Up a Reminder

BoostSolutions HumanLike Alert Reminder detects the language you input and uses it to set up a reminder.
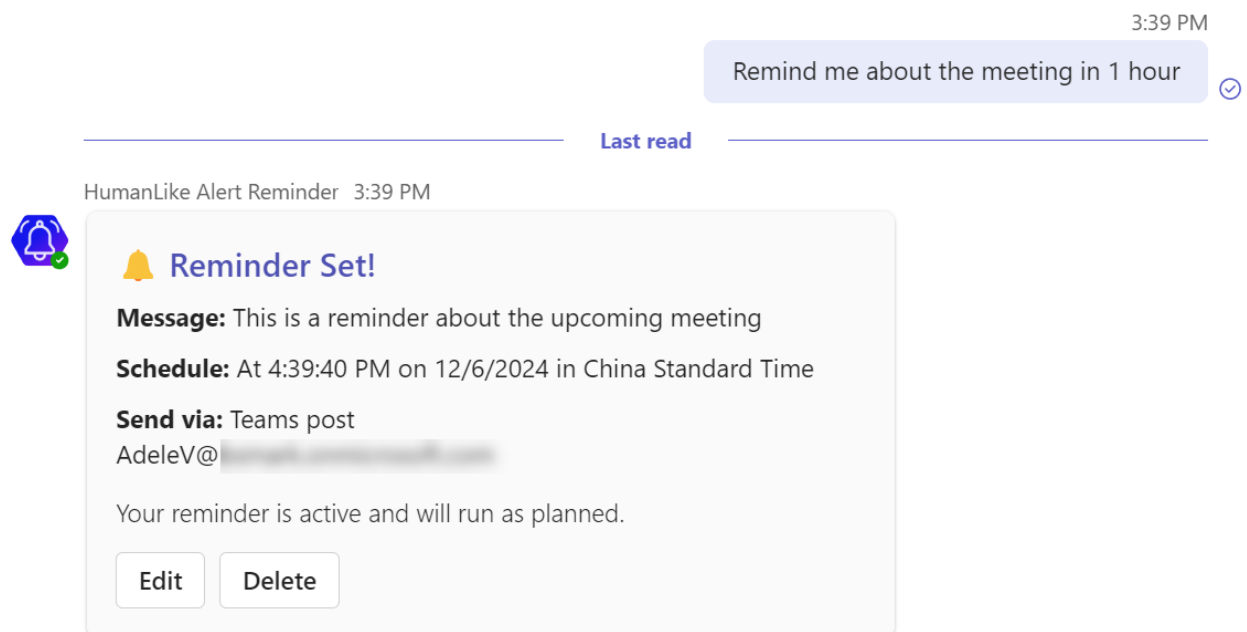
2.1 Set Up a Reminder

1. Open the **HumanLike Alert Reminder** app in Microsoft Teams.

2. Type the command like '*Remind me about the meeting in 1 hour*'.

   The pattern is as follows: remind/notify/alert + what + when.

   ▢ View prompts

   Remind me about the meeting in 1 hour   ⌨ ☺ 🔊 + ▷
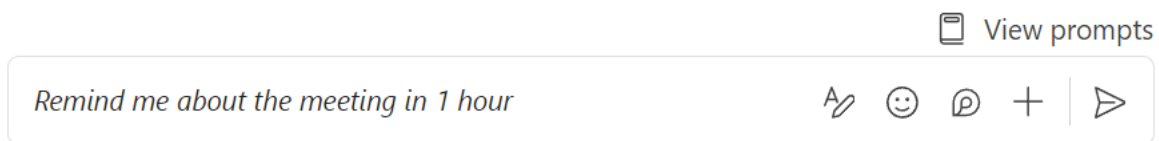
   If you want to receive the reminder via email, type the command like '*Email me about the meeting in 1 hour*'.

3. The app will automatically create the reminder for you.

   3:39 PM

   Remind me about the meeting in 1 hour ⊘

   ─────────── Last read ───────────

   HumanLike Alert Reminder 3:39 PM

   🔔 **Reminder Set!**

   Message: This is a reminder about the upcoming meeting

   Schedule: At 4:39:40 PM on 12/6/2024 in China Standard Time

   Send via: Teams post
   AdeleV@

   Your reminder is active and will run as planned.

   Edit   Delete

4. Notifications are sent via Teams post by default.

5. To change the delivery method to email, click **Edit** in the app and select **Email** as the preferred option.

2.2 Set Up a Recurring Reminder

BoostSolutions HumanLike Alert Reminder allows you to create both simple and complex recurring reminders.

You can quickly set up a simple recurring reminder using a command. For example:

"*Remind me the meeting every Monday at 9 am*"

📖 View prompts

Remind me the meeting every Monday at 9 am   🅰️ ☺️ 🅿️ + ▷

4:12 PM

remind me the team meeting every Monday at 9 am   ⊘

HumanLike Alert Reminder 4:13 PM

🔔 **Reminder Set!**

Message: This is your reminder for the team meeting.

Schedule: At 9:00 on Monday every week from 12/6/2024 in Pacific Standard Time.

Send via: Teams post
AdeleV@

Your reminder is active and will run as planned.

[Edit] [Delete]

For more advanced recurrence patterns, use the app's user interface:

1. Open the app and navigate to the reminder edit screen.

    In the **Repeat** section, configure the recurrence schedule. You can choose from **Minute, Hour, Day, Week, or Month** patterns.

Repeat

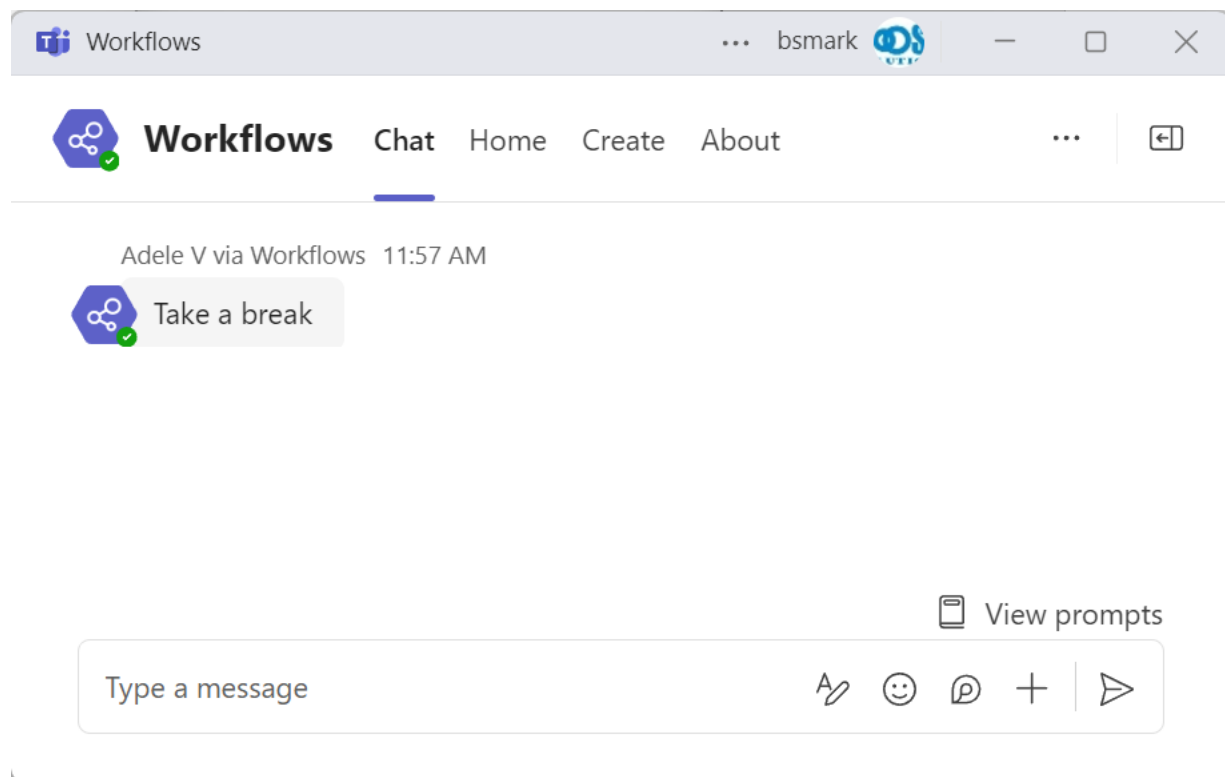| Month | ∨ | repeat every | 3 | month(s) |

End Time

| Thu Mar 13 2025 | ⠿ | 0:00 | ∨ |

2. Save the reminder.

3. Receive Notifications

BoostSolutions HumanLike Alert Reminder offers two ways to deliver notifications: **Teams Post** and **Email**.

3.1 Team Post

By default, notifications are sent via Teams post. You'll receive reminders directly in your Teams chat, delivered through the Workflow chat.

You can also set notifications for another person via Teams post by including their email address in the command, such as:

'Remind anna@boost.com to review the project by 3 pm in post'

Alternatively, in the reminder edit dialog, click on **...** to search for a person by email.

Select a person

Start typing a name or email address

Search

Sorry, you can only select one person

Danies Liu
DaniesL@

3.2 By Email

If you prefer to receive notifications by email, you can easily customize it in your command. For example:

- "*Email me to prepare a sales report on Friday at 13 pm*"

This will send reminders directly to your email inbox.

11:45 AM

Email me to prepare a sales report on Friday at 13 pm

HumanLike Alert Reminder   11:46 AM

🔔 **Reminder Set!**

Message: prepare a sales report

Schedule: At 1:00:00 PM on 12/6/2024 in Pacific Standard Time

Send via: Email
AdeleV@

Your reminder is active and will run as planned.

Edit   Delete

Then you will get reminders sent to your email inbox.
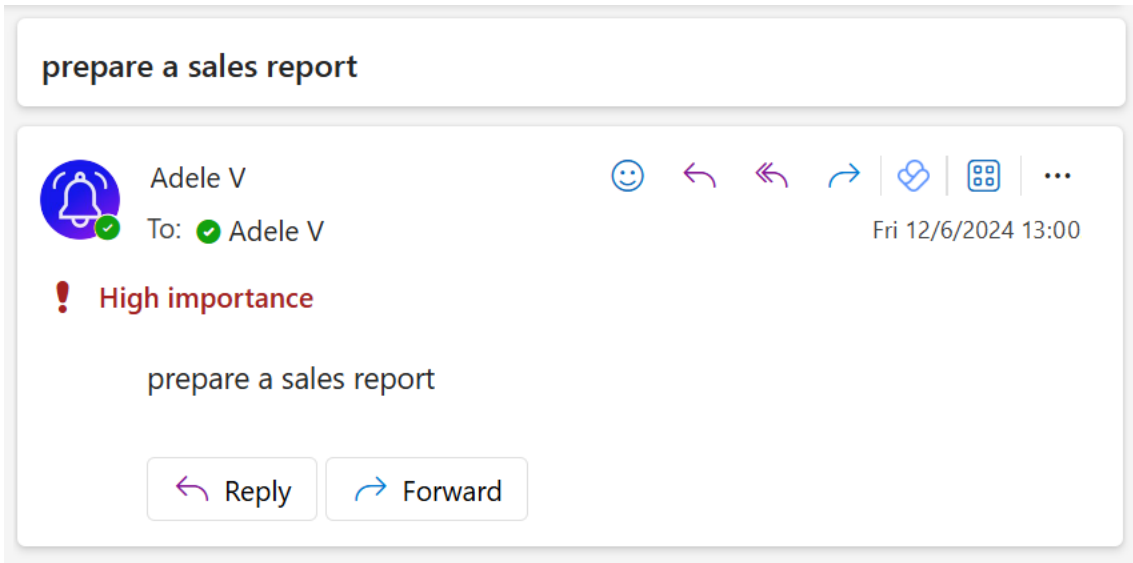
BoostSolutions HumanLike Alert Reminder also supports notifying someone else by email. Simply specify their email address in the command, such as:

'Email anna@boost.com to submit the proposal every Friday at 10 AM'
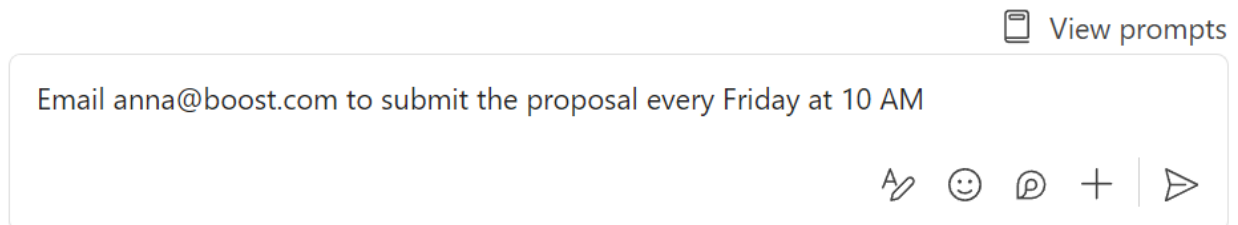
Alternatively, in the reminder edit dialog, type the email address of the person you want to notify.

HumanLike Alert Reminder
Edit Reminder

Delivery Method *

○ Teams Post   ⦿ Email

Title *

submit the proposal

Content *

Prepare the sales report, including cost, sales amount and more.

Recipient

anna@boost.com

4. Managing Reminders

BoostSolutions HumanLike Alert Reminder allows you to view, edit, and delete reminders with ease.

4.1 View Reminders

1. Open the **HumanLike Alert Reminder** app in Microsoft Teams.

2. Type the command '*list*', or click **List** from the **View prompts** menu.

3. View all active reminders in the app dashboard. If you need to view the completed reminders, click on **Show Completed** button.

HumanLike Alert Reminder 11:36 AM

Active Reminders:

Daily Meeting   …

Teams post: It's time for the daily meeting.

Schedule: At 9:00 every day from 12/4/2024 in Pacific Standard Time.

Monthly report   …

Teams post: It's time to create a monthly report.

Schedule: At 12:00 AM on Day 4 of every month from 12/4/2024 to 1/4/2025 in China Standard Time.

Conference reminder   …

Teams post: Don't forget about the conference

Schedule: At 10:51:04 AM on 12/12/2024 in Eastern Standard Time (Mexico)

System maintenance reminder   …

Teams post: Remember about system maintenance

Schedule: At 10:51:29 AM on 12/12/2024 in Arabian Standard Time

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Submit the proposal   …
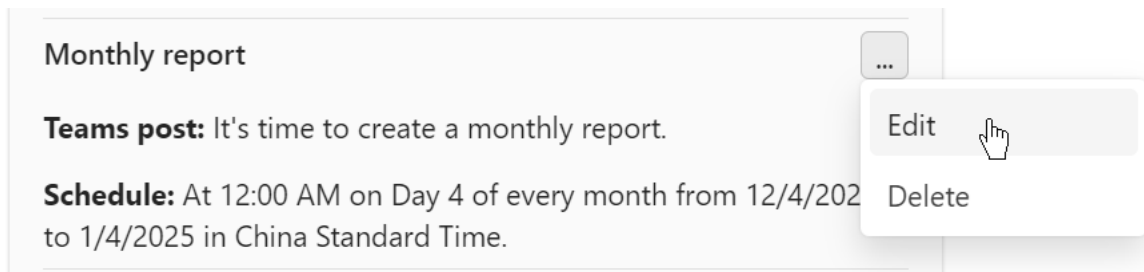
Email: Submit the proposal

Schedule: At 10:00 on Friday every week from 12/5/2024 in China Standard Time.

Show Completed   Close

4.2 Edit Reminders

1. Open the **HumanLike Alert Reminder** app in Microsoft Teams.

2. Type the command "*list*", or click **List** from the **View prompts** menu.

3. In the app dashboard, locate the reminder and click the **Edit** button to modify it.

4. Update details such as time, frequency, recipients, or other settings as needed.

5. Click **Save** to update the reminder.

   Please note: You can only edit active reminders. Completed reminders do not have an edit option.

4.3 Delete Reminders

1. Open the **HumanLike Alert Reminder** app in Microsoft Teams.

2. Type the command "*list*", or click **List** from the **View prompts** menu.

3. In the app dashboard, locate the reminder and click the **Delete** button to delete it.
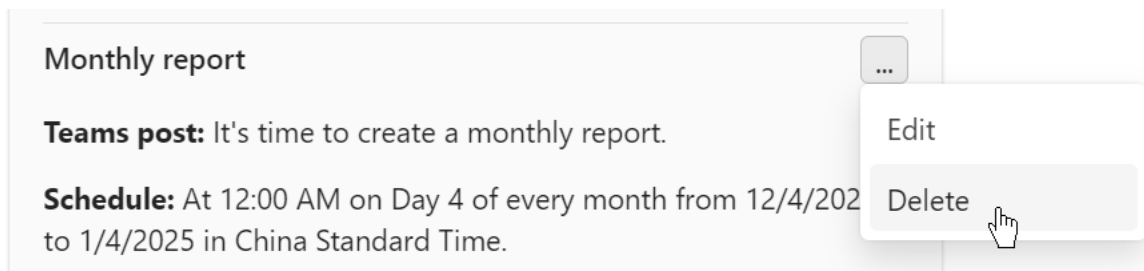
5. Examples

There are some command examples you can refer to set up the reminder.

Set Up a One-Time Reminder

- Notify me to check task progress tomorrow at 10:00 am

- Remind me to meet with ABC company at 2:00 pm

- Remind me to take a rest in 1 hour

- Remind me to attend the party on December 11 at 3:00 pm

- Remind me about the conference next Friday

- Remind me about system maintenance next week

- Remind me to review the project next month at 10:00 am

Set Up a Recurrence Reminder

- Remind me to stand up every 45 mins

- Remind me to take a rest every 2 hours until 6 pm

- Remind me of the morning meeting at 9 am daily

- Remind me to submit report every Friday at 3 pm

- Remind server update every Wednesday, Saturday at 8 am

Reminder Another Person

- Remind anna@boost.com to review the project by 3 pm

- Email anna@boost.com to submit the proposal every Friday 10am

Please note: When reminding another person, make sure to specify their email address.

6. Manage Subscription

You can use the BoostSolutions **HumanLike Alert Reminder** service with a trial subscription for 15 days from the date you first activate it. During the trial period, all features are available without limitations. After the trial ends, you will need to purchase a subscription to continue using the service.

To manage your subscription, follow these steps:

1. Open **HumanLike Alert Reminder**.

2. Click on the **'Help'** option.

3. Select the link labeled **'Click here to manage subscriptions'** to be redirected to the subscription center.

Please note that only **tenant administrators** have the ability to manage subscriptions.

6.1 View My License

To view the status of your personal subscription, click the 'My License' tab.

Here, you can see important details such as:

*   Expiration Date: Displays the license expiry date.

    *   If the Trial is **Yes**, it shows the trial license expiration date.

    *   If the Trial is **No**, it shows the subscription expiration date.

*   Valid: Indicates the status of your subscription or trial.

    *   If **Yes**, you have access to the product.

    *   If **No**, access to the product is restricted.

*   Trial: Displays whether you are using a trial license.

    *   If **Yes**, you are on a trial license.

    *   If **No**, you are on a subscription license.

6.2 Manage Subscription

To manage the subscription status, click the 'Subscriptions' tab.

Here, you can view key details including:

- Subscription
- Expired status
- Total Seats
- Start Date
- Expiration Date

Assign a License

There are two methods to assign a license: automatic assignment and manual assignment.

Please note that that the process of license assignment should only take a few minutes.

Automatic Assignment

To enable this feature, select the checkbox for 'Automatically assign licenses when users access the product'. Licenses are assigned on a first-come, first-served basis.

Once all licenses are assigned, subsequent users will not be able to acquire a license unless one is removed from an existing user.

Manual Assignment

To manually assign a license, follow these steps:

1.   Navigate to the 'Manage Subscriptions' tab, and click on 'Manage' for the plan you wish to assign licenses for.

2.   Click on 'Assign License'.

3.   Select a user and a seat number, and click the 'Assign' button.

4. The selected user will then have access to the product.

Remove a License

1. Navigate to the 'Manage Subscriptions' tab, and click 'Manage' on the plan from which you want to remove a license.

2. Click on 'Remove' for a user.

3. Confirm your action. After this, the selected user will no longer have access to the product.

Please note that there may occasionally be a delay in subscription management due to caching. For instance, if you revoke a user's license, it may take a few minutes before the user is actually prevented from accessing the app.