

# Set reminders for your Professional Sessions

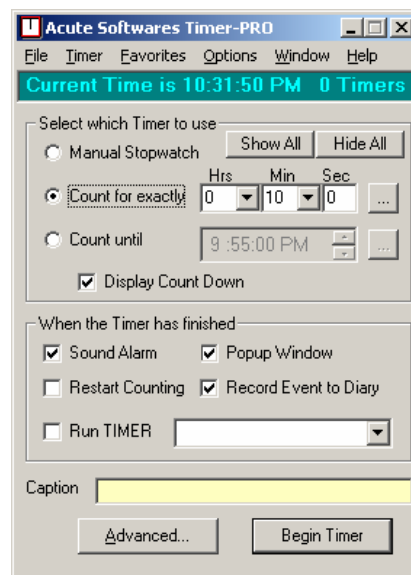
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**This article shows how Health care Professionals (or any anyone who needs to charge by time) can use Acute Softwares Timer-PRO to set up discreet reminders for their sessions.**

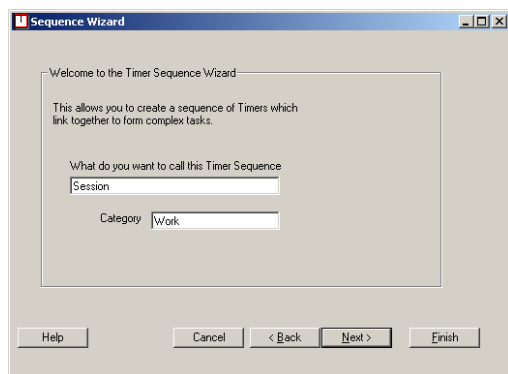
It is often difficult to manage a one hour time limit when you are in a session with a patient/client – you want to keep to the allotted time out of respect for your next client, but it is also nice to give some warning just before the time is up.

For this example, we will setup a 1 hour timer which repeats a tone when the session is up, and also gives a 10 minute warning (softer tone – to let you and the client know that the session is almost over).

(You can try out Acute Softwares TimerPRO at <http://www.acutesoftware.com.au/timer-PRO.html> )



## Creating the Timer Sequence



Start up the Timer and go to the Timer menu and choose 'Timer Sequence Wizard'. This brings up the following screen:

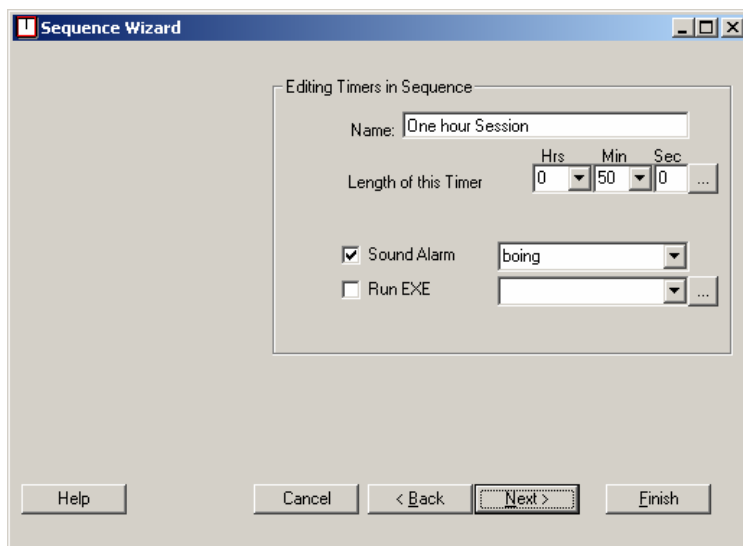
Give this sequence a name (we called it 'Session') and you can give it a category as well if you want to summarise your billing afterwards).

Click Next to bring up the screen which lets you set the first timer. Give this timer the name of 'One Hour Session' and set the time to 50 minutes.

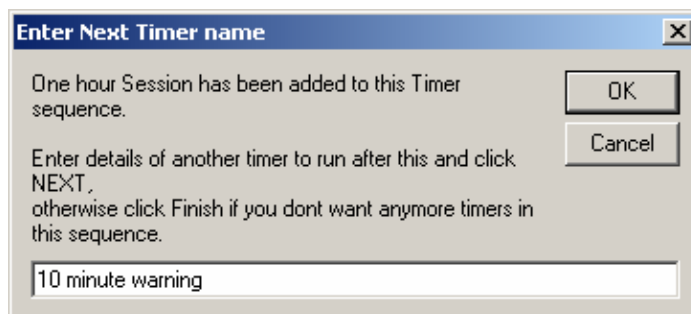
Tick the 'Sound Alarm' checkbox and pick a sound from the drop down list. We have chosen the 'boing' sound as it is fairly quiet.

[Note, if you are just testing this you can set this timer to 10 seconds]

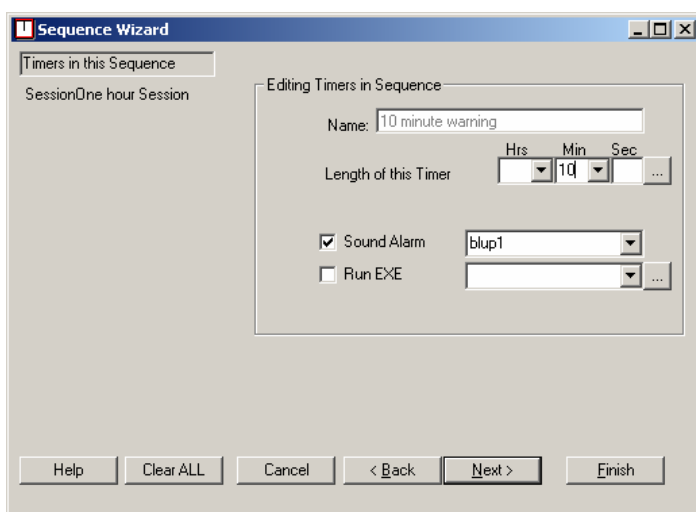
Click Next.



Now you will see a dialog box asking if you want another timer to run after this one. We do, so enter the name '10 minute warning' and click OK



A similar screen as before appears which will let you edit the details of this second timer.



The name has already been entered so you cant change that, but all you need to do is

- set the length of this timer to 10 minutes
- tick the sound alarm box and choose the sound 'blup1'

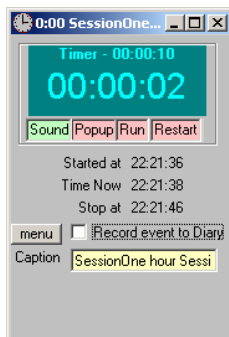
[Note, if you are just testing this you can set this timer to 4 seconds]

Click Finish

The screen closes and you are returned to the main timer window.

## Running your Timer Sequence

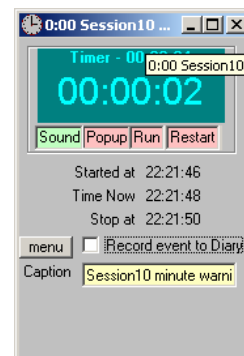
To run your newly created timer sequence, you go to the Favorites menu and click 'Session One Hour Session'



The first timer appears as follows (note that the picture shows the 10 second test version – the real one will show a 50 minute counter)

This timer will run and when it finishes it will play the sound you choose in the wizard which lets your client know that the session is almost over, and then automatically launches the next the 10 minute Countdown.

The 2<sup>nd</sup> timer launches for 10 minutes ( 4 seconds for our test) and after that will play the send sound to let you and your client know that the session is over.

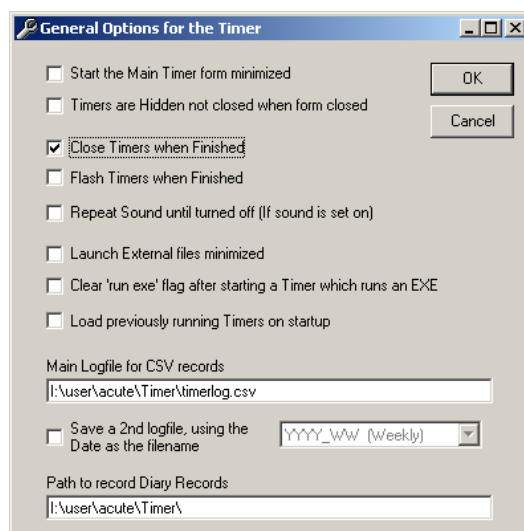


## More Hints when using Timer Sequences

Note, that if you want the 2<sup>nd</sup> sound to play longer you can record you own sound using a microphone and your PC (e.g. a bell dinging quietly 6 times in a row)

### Reducing Screen Clutter

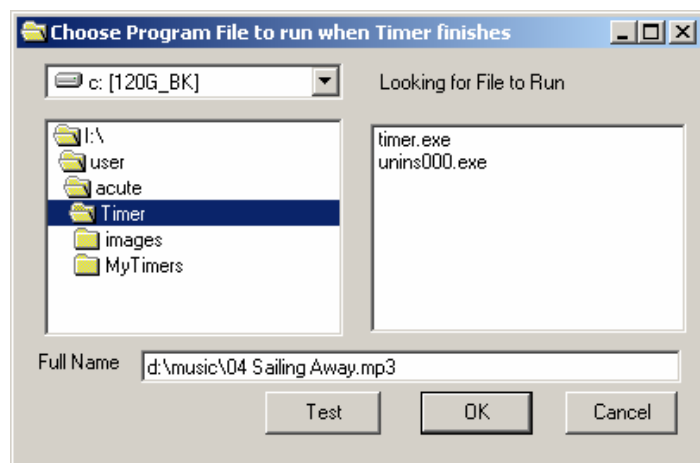
When timers finish they usually remain on the screen flashing to let you know that they are done. If you are using timer sequences that may clutter up your screen, so in the 'Options menu' you should tick 'Close Timers when Finished'



### Setting a Timer to play an MP3 file

Any Timer can be set to play an MP3 file (or run another program even), so for example at the end of your session you can set it to play some quiet classical music which politely indicates to the client that the session is over (or you can play some loud rock music if you want to scare your clients out)

To choose an MP3 file, you need to do this in the Timer wizard – instead of choosing a sound file, tick the 'run EXE' and click the browse button next to it [...]



This screen lets you pick a Program (EXE File) to run when the timer finishes, but it will actually launch any file (Word document, MP3 music file, etc), so you need to type in the full name of the MP3 file with the path (d:\music\04 Sailing Away.mp3 ) and click OK.

Now when you timer goes off this time, music starts playing!

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