Create and Assign a Rule
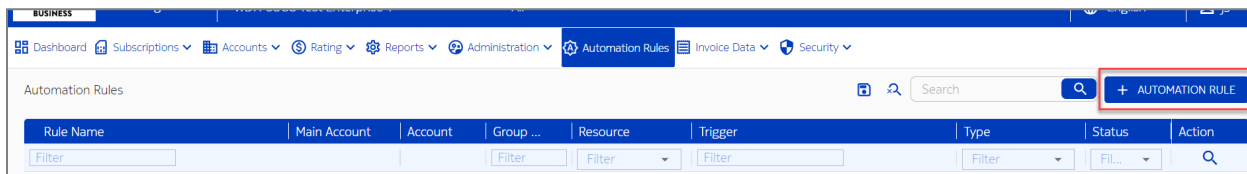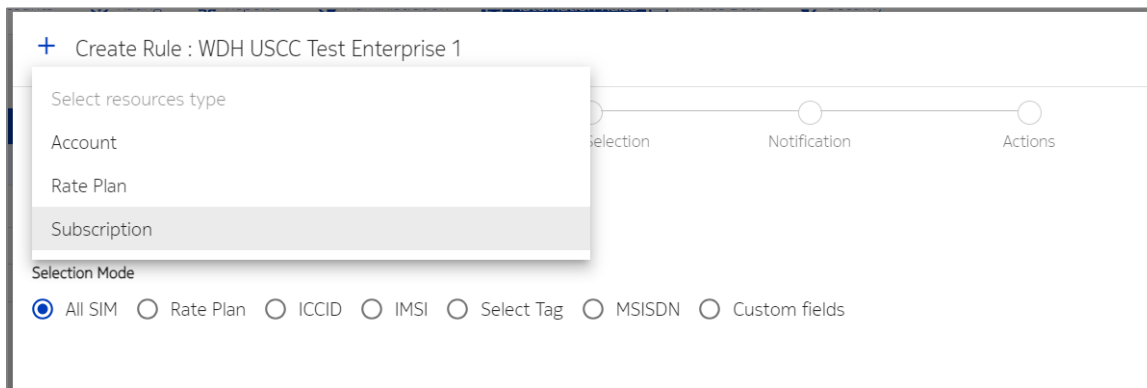
1. Log in to ConnectHQ

2. Select the Automation Rule menu

3. Click on the + Automation Rule

4. Fill out Values

   a. Rule Name

   b. End date = Leave blank unless you want the Rule to expire after a certain date

   c. Resource Type = Subscription

   d. Selection Mode = Whatever group of SIMS in which you would like to create a rule

   e. Trigger Type = All Triggers

   f. Triggers = Select whichever value in which you want this rule to trigger. For the example below I selected "Data Usage – Billing Cycle".

g. Value = If applicable select a value at which the rule will trigger

h. Unit = If applicable select a unit of measure for the value

i. Notification Type = This page is only if you would like to receive SMS and/or email notification of a rule that has been triggered. You can add a subject line and message for the notification.

j. Actions = Select the action that will take place once the rule has been triggered. Some rules will only have 1 action available.

5. Reset the Actions at the end of the Billing Cycle = Leave this as toggled to "On" if you want this rule to reset at the end of the cycle or toggle to "Off" if you do not want the rule to reset

6. Click Create

7. From the Automation Rules menu, Activate the Rule

8. Your Rule is now Assigned and Activated