

Fast•Class File

SmartOffice

Volume 11: SmartOffice Alerts

The **Alert** button is located in the bottom left corner of the SmartOffice screen. The **Alert** button is visible in every screen in SmartOffice. When a SmartOffice user creates a new activity that includes other SmartOffice users as participants, the **Alert** will become active in the SmartOffice of the added participants. The active **Alert** button and will flash blue.

To retrieve information regarding the newly created activity –

- Click the active **Alert** button.
- SmartOffice will display an **Alerts-All** summary screen detailing all alerts for the logged in user. New alert entries will appear in red.



Figure 1: The Alerts-All Summary Screen (New Entry)

The **Alerts-All** summary screen will include information detailing when the activity was added to the SmartOffice calendar, the priority of the activity, and the name of the SmartOffice user that created the activity.

To view an activity detail screen for the newly created activity –

- Click the hypertext link for the new alert in the **Source** column. In this example, the link is an **Activity Notification**.
- SmartOffice will open a **Notification/Alert Information** screen with information relating to the new alert.

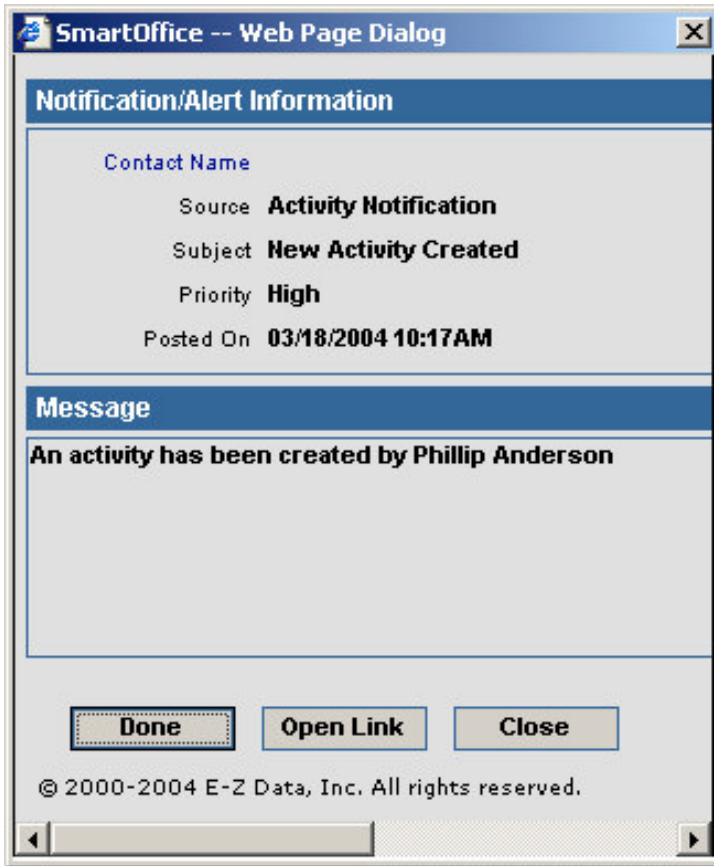


Figure 2: The Notification/Alert Information Screen

- Click the **Open Link** button to view the activity detail screen for the new activity.

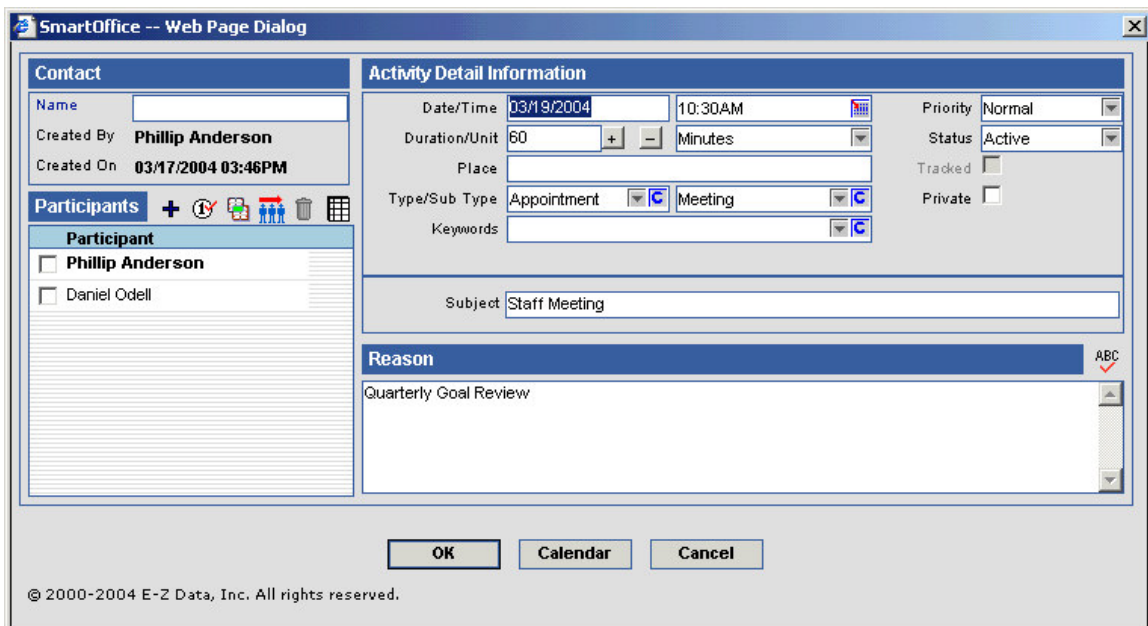


Figure 3: The Activity Detail Screen

- When you have finished reviewing the activity information, click **OK** in the activity detail screen.
- Click **Done** in the **Notification/Alert Information** screen.



Figure 4: The Alerts-All Summary Screen (Reviewed Entry)

When all new alert entries have been reviewed; the **Alert** button will no longer be active.

After reviewing activity detail information, alert entries can be deleted from the **Alerts-All** summary screen. *Note: Deleting alert entries in the **Alerts-All** summary screen does not delete the new activity entries in the SmartOffice Calendar.*

To delete an alert entry in the **Alerts-All** summary screen –

- Tag the entry to be deleted by putting a check in the box to the left of the entry in the **Alerts-All** summary screen.
- Click on the **Delete** button in the **Alerts-All** summary screen toolbar.