Customer Member

Alerting a member(s)

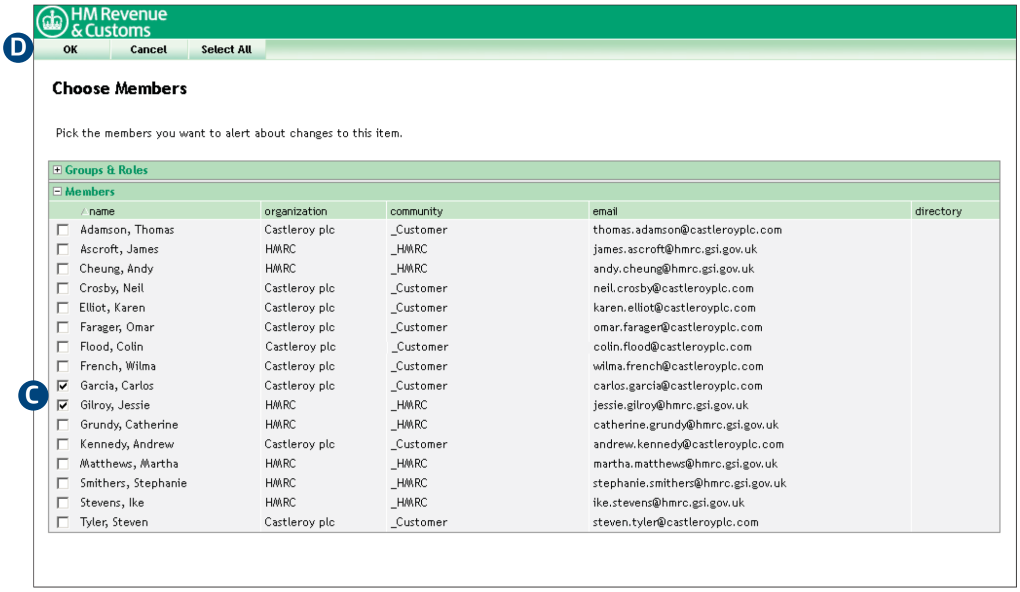
1 Navigate to the location of the **file/item** (A).

2 Select the **alert icon** (paper aeroplane) (B).

A file/item
B alert icon

3 Select the member(s) to be alerted by **checking the check box** (C) alongside their name(s).

4 Select **OK** (D).

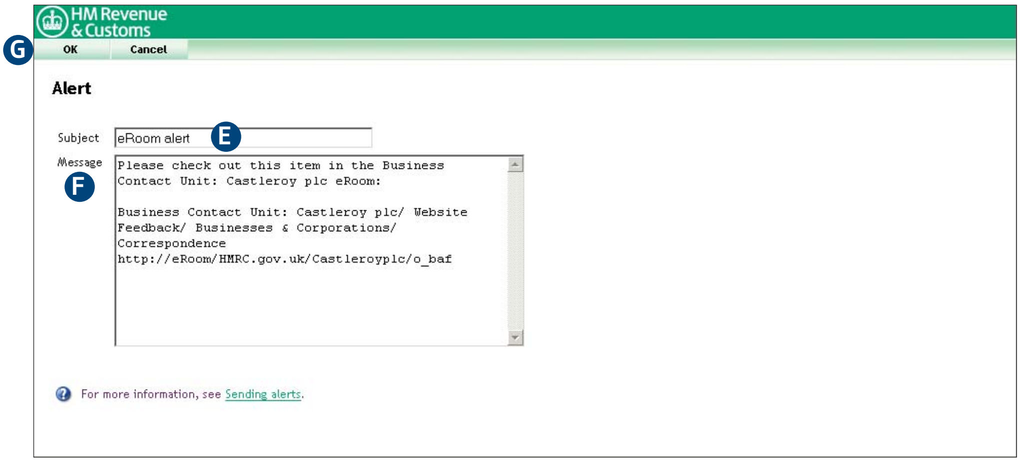


C check box
D OK button

5 Amend the **Subject** (E).

6 Amend the **Message** (F).

7 Select **OK** (G).



E Subject field
F Message field
G OK button

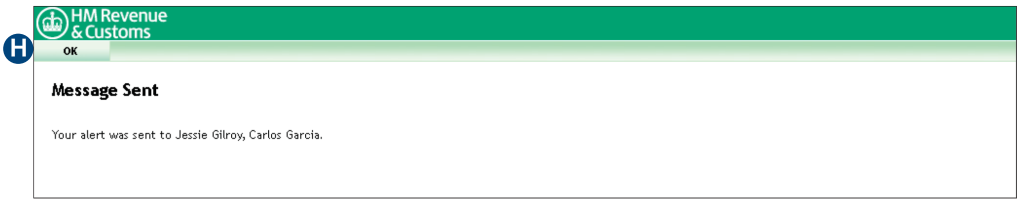
Note

It is good practice to always change the subject to include a title explaining what the alert relates to. This will ensure the recipient is directed to the correct file/item if there are several files/items in a folder. You may also wish to add text to further explain the contents of the alert.

IMPORTANT

Alert titles and any added text must not include customer or sensitive information, also you must **not** change the hyperlink.

8 Select **OK** (H).



H OK button