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.

Alerts - All			e 1 1 1	à 🖹 📇 🖩 🏝 🗙
Below is a list of all Alerts. The new entries appear in Red. After marking the Alert complete, the Alert button will stop flashing. Disable On-Screen Help Messages 🗖				
			Disable Un-Scr	een Help Messages I
Source	Subject	Posted On	Priority	Content
Source C Activity Notification	Subject New Activity Created	Posted On 03/18/2004 12:43PM	Priority High	Content An activity has been created by Phillip Anderson

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.



otification/Alert	Information	
Contact Name		
Source	Activity Notification	
Subject	New Activity Created	
Priority	High	
Posted On	03/18/2004 10:17AM	
Done	Open Link Close Data, Inc. All rights reserved.	

Figure 2: The Notification/Alert Information Screen

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

SmartOffice Web Page Dialog	X
Contact	Activity Detail Information
Name Created By Phillip Anderson Created On 03/17/2004 03:46PM Participants + ① ② ① ① ① ① ① ① ① ① ① ① ① ② Participant ① Phillip Anderson ○ Phillip Anderson ○ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Date/Time 03/19/2004 10:30.AM Priority Normal Duration/Unit 60 + Minutes Status Active Place Tracked Tracked Private Private Type/Sub Type Appointment C Meeting C Subject Staff Meeting C Private Private Subject Staff Meeting ABC Quarterly Goal Review ABC Private Private
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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.

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	ow is a list of all Alerts. The new entries appear in Red. After marking the Alert complete, Alert button will stop flashing. Disable On-Screen Help Messages			
Source	Subject	Posted On	Priority	Content
Activity Notification	New Activity Created	03/18/2004 10:17AM	High	An activity has been created by Phillip Anderson
Records Shown: 1	Total Records: 1		nign	

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.

