

## 1 Log in

Access the Netpresenter Alert Server via your browser. Click on the Alert Server icon, fill in your username and password and press 'Login'.

*The Alert Server is the CMS in which alerts can be created and send out*

The login form is titled "Alert Server" with a red exclamation mark icon. It contains fields for "Username" and "Password", a checkbox for "remember username", and a blue "Login" button.

## 2 Create Alert

Select an existing alert scenario OR create a completely new alert by filling in a title and message.

*You can adjust existing alert scenarios to better fit your emergency situation*

The "New Alert Message" form has a section titled "1. CONTENT". It includes a "TITLE" field with a "Title restriction: 40 characters left (40 max.)" note and a "MESSAGE" text area.

## 3 Add Hyperlink (optional)

Fill in a hyperlink to redirect your audience to further information.

This section of the form is titled "3. HYPERLINK" and features a text input field for the URL.

## 4 Add Image (optional)

Click on the 'Select Image' button to add an image. You can either select an image from your library or upload a new image.

This section is titled "4. SELECT IMAGE" and contains a "No Image" button and a "Select Image" button.

## 5 Choose Template

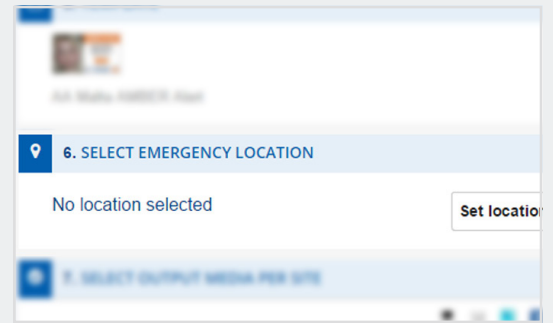
Select a template that best fits your emergency scenario.

This section is titled "5. TEMPLATE" and shows a "Standard Alert" template with a "Change Template" button.

## 6 Set Location (optional)

Select the location where the emergency is taking place (example: New York office) to only alert the right audience.

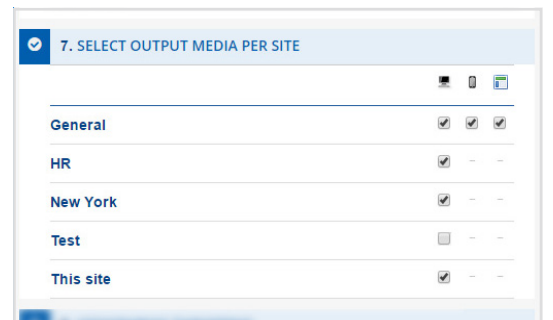
*Enter the specific location and select the location from a drop down list with search results*



## 7 Select Output

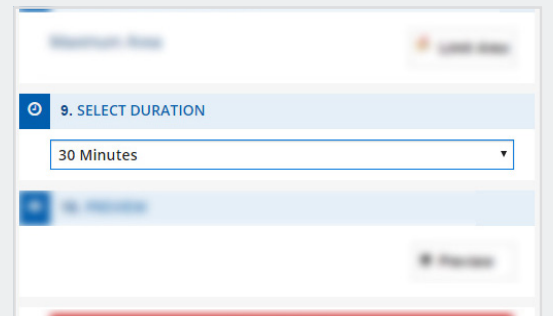
Choose the output channels on which you want the alert message to be displayed.

*To select all channels at once, just click the icons on top or the channel names on the left*



## 8 Set Duration

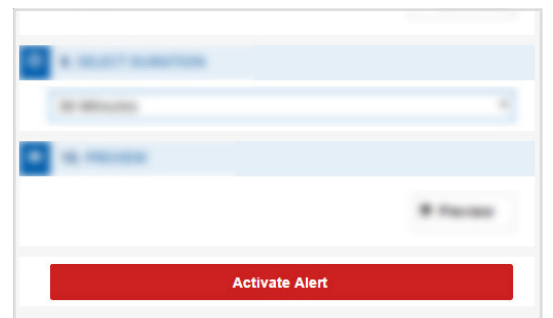
Choose the duration of the alert (example: 10 minutes, 6 hours or unlimited).



## 9 Activate Alert

Just hit the 'Activate Alert' button to send out the alert. An overview of your active Alerts will now be visible on the upper right side of your screen.

*Click on the 'More details' button to view additional information, such as alert recipients, acknowledgements, ...*



## 10 Update or Cancel an Alert

- Update the Alert by clicking the 'Update' button. You will then have the option to adjust your Alert.
- Want to cancel the Alert? Just press the 'Stop' button

