How To Add Alert
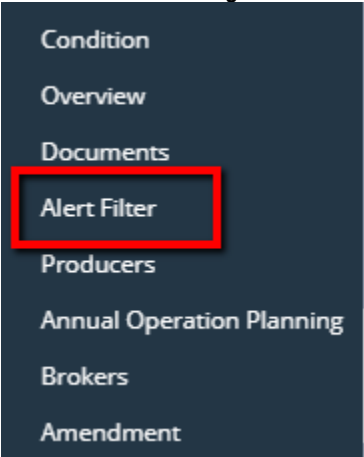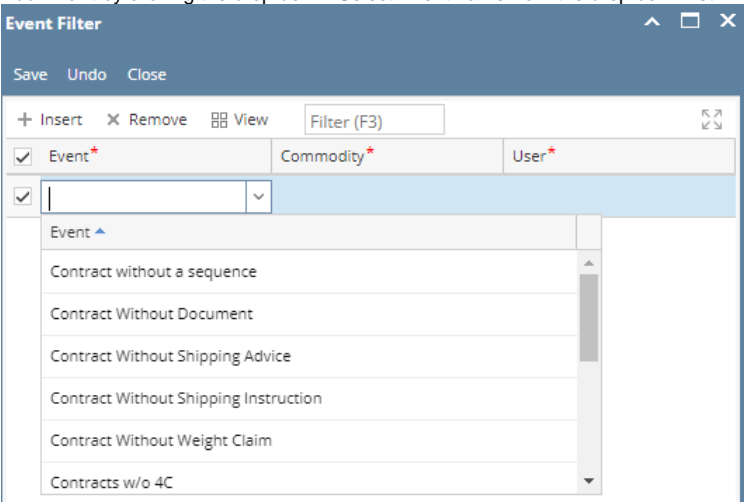
Here are the steps on how to create Alert:
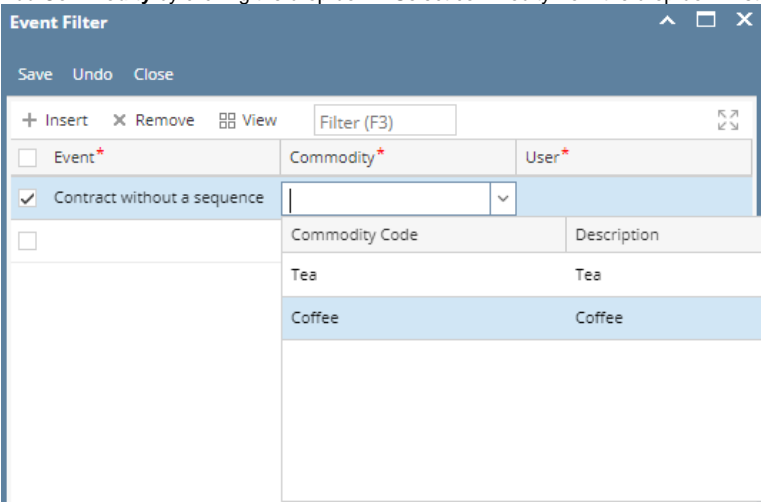
1. From the **Contract Management > Maintenance** menu, select **Alert Filter.**

Condition

Overview

Documents

Alert Filter

Producers

Annual Operation Planning

Brokers

Amendment

2. Add **Event** by clicking the drop down. Select Event name from the drop down list.

Event Filter

Save Undo Close

+ Insert   × Remove   ▦ View   Filter (F3)

☑ Event*   Commodity*   User*

☑ |

Event ▲

Contract without a sequence

Contract Without Document

Contract Without Shipping Advice

Contract Without Shipping Instruction

Contract Without Weight Claim

Contracts w/o 4C

3. Add **Commodity** by clicking the drop down. Select commodity from the drop down list.

Event Filter

Save Undo Close

+ Insert   × Remove   ▦ View   Filter (F3)

☐ Event*   Commodity*   User*

☑ Contract without a sequence |

☐   Commodity Code   Description

Tea   Tea

Coffee   Coffee

4. Add **User** by clicking the drop down. Select user the drop down list.

☐ Event*	Commodity*	User*	
☑ Contract without a sequence	Tea		⌄

☐	Entity ▲	ID	Address	City
	Adenilson Bispo	1007208	Rua Quinze de Novembro 41	Sar
	Alba Costa	1007202	Vleutensevaart 35	Utr
	Almas Franken	1007126	35 Vleutensevaart	Utr
	Anang Mashuri	1007223	Jalan Way Giham	Bar
	Andressa Araujo	1007228	Rua Quinze de Novembro 41	Sar
	Andy Zijlmans	1006983	Vleutensevaart 35	Utr

5. Click on **Save**