## How To Add Alert

Here are the steps on how to create Alert:

1. From the Contract Management > Maintenance menu, select Alert Filter.



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

Ever	it Filter			∧ □ X
Sav	e Undo Close			
+	Insert 🗙 Remove 🔠 Viev	Filter (F3)		トフレン
~	Event*	Commodity*	User*	
~	~	•		
	Event 📥			
	Contract without a sequence			
	Contract Without Document			
	Contract Without Shipping Ad			
	Contract Without Shipping Ins			
	Contract Without Weight Clair			
	Contracts w/o 4C			•

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

Event Filter		∧ □ X
Save Undo Close		
+ Insert X Remove 🔠 View	Filter (F3)	K N K N
Event*	Commodity*	User*
<ul> <li>Contract without a sequence</li> </ul>	·	
	Commodity Code	Description
	Теа	Теа
	Coffee	Coffee

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

Event Fi	Event Filter ^ 🗆										
Save Undo Close											
+ Inse	rt 🗙 Remove 🔠 View	Filter (F3)									
Eve	ent*	Commodity*	User*								
Cor	ntract 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