

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". Below the password field is a checkbox labeled "remember username". A blue "Login" button is at the bottom.

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. Below is a "MESSAGE" field.

3 Add Hyperlink (optional)

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

The form shows step "3. HYPERLINK" with a text input field for the URL. Below it are sections for "4. SELECT IMAGE" and "5. TEMPLATE".

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.

The form shows step "4. SELECT IMAGE" with a "No Image" placeholder and a "Select Image" button. Below it is the "5. TEMPLATE" section.

5 Choose Template

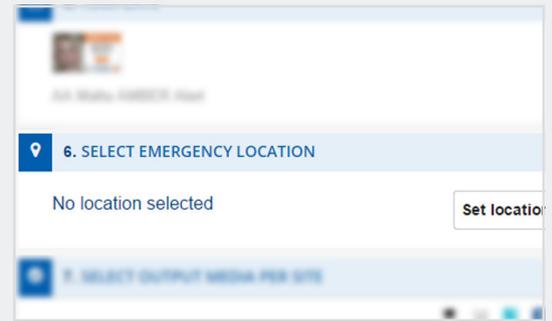
Select a template that best fits your emergency scenario.

The form shows step "5. TEMPLATE" with a "Standard Alert" template selected, indicated by a fire icon. A "Change Template" button is visible.

6 Set Location (optional)

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

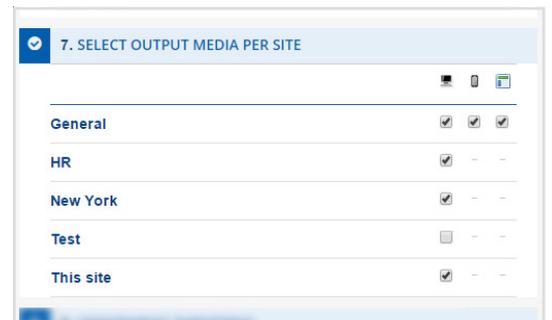
Enter the specific location and select the location from a drop down list with search results



7 Select Output

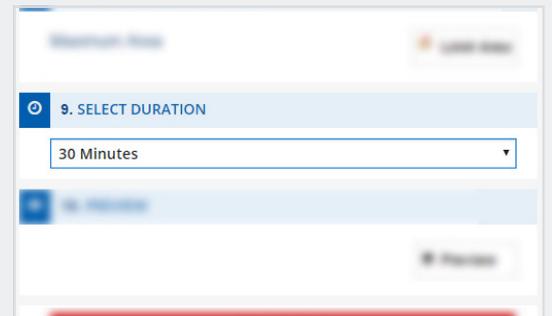
Choose the output channels on which you want the alert message to be displayed.

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



8 Set Duration

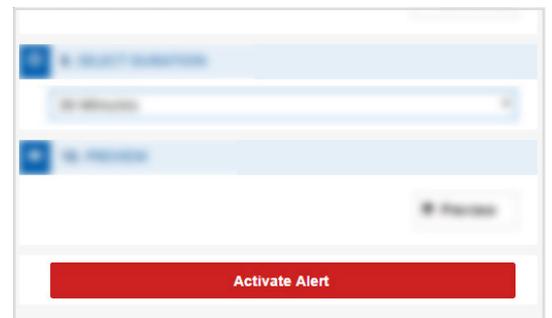
Choose the duration of the alert (example: 10 minutes, 6 hours or unlimited).



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

