

## 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 login form is titled 'Alert Server' with a red warning icon. It contains two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'remember username'. At the bottom is a blue 'Login' button.

## 2 Select Scenario

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' form has a red header. The first section, '1. SCENARIO', has a dropdown menu labeled 'Select Scenario'. The second section, '2. ALERT TYPE', has a dropdown menu with 'Emergency' selected, indicated by a red square icon.

## 3 Pick Alert Type

Pick an alert type with specific presets to enable predefined conditions, such as a color, icon and level.

*The six default Alert Types are based on the ANSI Safety Color Codes.*

The 'New Alert' form continues with the '3. CONTENT' section, which has a text input field for 'TITLE'.

## 4 Insert Text

Fill in the title and text of your alert or adjust the predefined text of your existing scenario.

The 'New Alert Message' form has a section '1. CONTENT' with a 'TITLE' input field. Below it is a note: 'Title restriction: 40 characters left (40 max.)'. There is a larger 'MESSAGE' input field below that.

## 5 Choose Actions

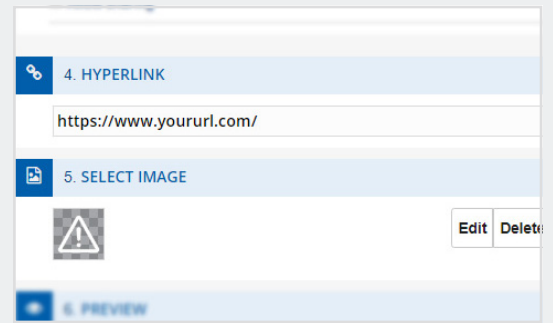
Choose one or more actions to let users respond to the alert.

*User actions can be customized in the 'Manage Alert Actions' section of your settings.*

The '5. ACTIONS' section of the form has two expandable sections: 'PLAYER' and 'APP'. Each section has a dropdown menu for 'ACTION'. The 'PLAYER' section shows 'No action selected' and the 'APP' section shows 'PRIMARY ACTION' with 'No action selected' selected.

## 6 Add hyperlink, image and audio

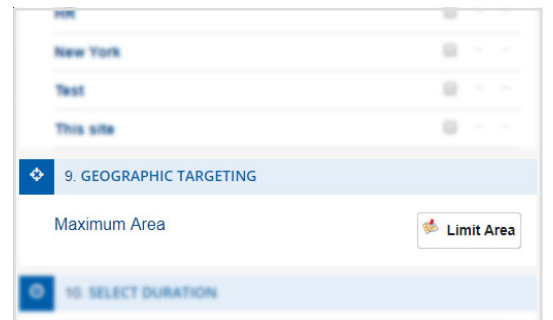
Fill in a hyperlink to redirect your audience to further information. Click on the 'Select Image' button to add an image. Select audio from the drop-down list to add an alert sound.



## 7 Set Location

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

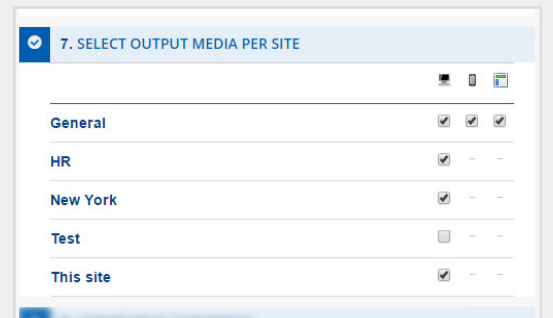
*Enter the specific location and select the location from a drop-down list with search results.*



## 8 Select Output

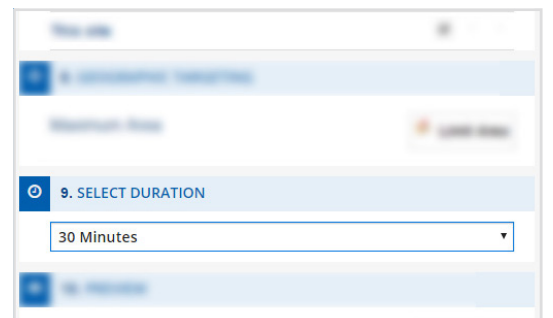
Choose the output channels on which you want the alert message to be displayed.

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



## 9 Set Duration

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



## 9 Activate Alert

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, ...*

