Alert Server Quick Guide

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'.

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.

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.

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

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.
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.

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

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, ...