

## 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 exclamation mark 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 with the "Alert Server" icon. It shows the "1. SCENARIO" section with a dropdown menu set to "Select Scenario". Below it is the "2. ALERT TYPE" section with a dropdown menu set to "Emergency" (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 shows the "3. CONTENT" section. It has a "TITLE" input field. Below it, a message reads "Title restriction: 40 characters left (40 max.)". There is a "MESSAGE" input field below that.

## 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 shows the "1. CONTENT" section. It has a "TITLE" input field. Below it, a message reads "Title restriction: 40 characters left (40 max.)". There is a "MESSAGE" input field below that.

## 5 Choose Actions

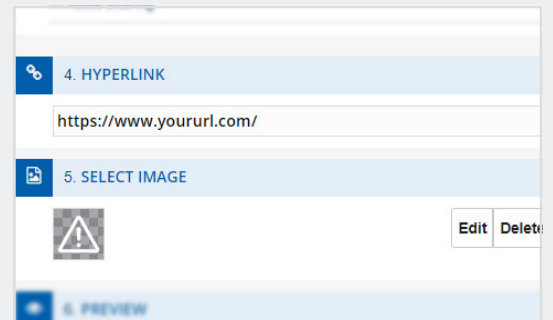
Choose one or more actions to let users respond to the alert.

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

The "New Alert" form shows the "5. ACTIONS" section. It has a "PLAYER" dropdown menu. Below it is an "ACTION" dropdown menu set to "No action selected". Below that is an "APP" dropdown menu. Below it is a "PRIMARY ACTION" dropdown menu set to "No action selected". At the bottom is a "SECONDARY ACTION" dropdown menu.

## 6 Add hyperlink, image and audio

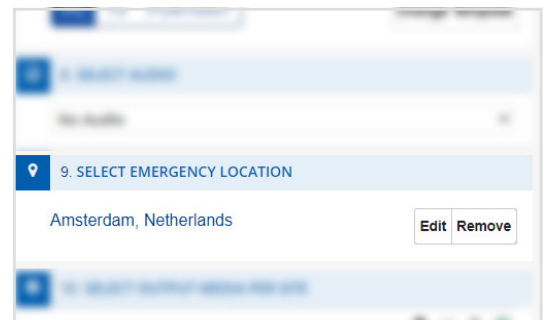
Fill in a hyperlink to redirect your audience to further information. Click on the 'Select Image' button to add an image. Select audio from the drop-down list to add an alert sound.



## 7 Set Location

Select the location where the emergency is taking place (example: New York, Chicago). This location will be displayed with the alert.

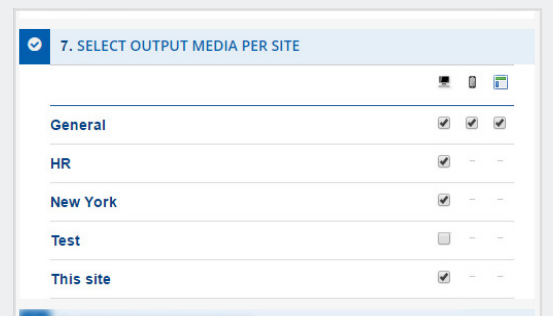
Enter the specific location and select the location from a drop-down list with search results.



## 8 Select Output

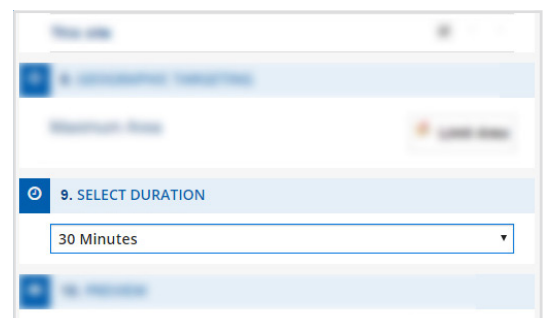
Choose the output channels on which you want the alert message to be displayed.

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).



## 10 Activate Alert

Choose 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, ...

