

Alerts Training Agenda 3 Hour Online Course

- Connecting to the Alerts server
 - Remote desktop connection
 - The Alerts service
- Data sources manager
 - HROffice Client Setup
- The process manager
 - Agent Control Panel
 - Email Agent
 - Data Sources
 - Global Fields
- Copying, importing and exporting Alerts
- Configuring an Alert
 - Steps and sub steps
 - Viewing the "get" step
 - Understanding the criteria
 - Making modifications
 - Taking a snap shot
 - Configuring/previewing the "send" step
 - General
 - Message
 - Attachments
 - Viewing the schedule
 - Testing (running the process)
 - Trouble shooting
 - Log files
- Enabling an Alert
- Using the online documentation for Alerts
- Viewing the list of available Alerts