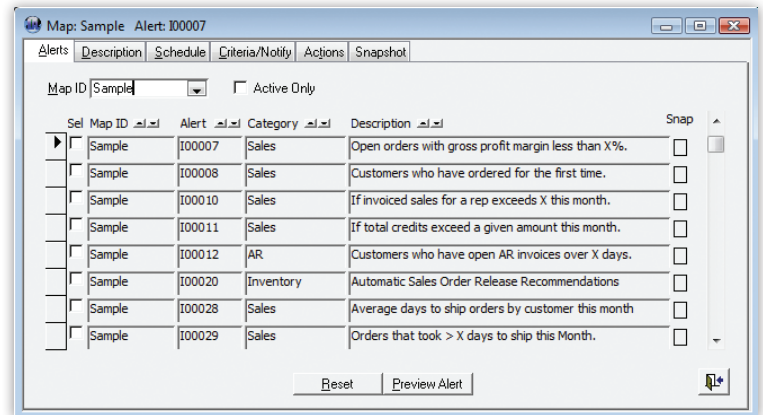


# Info-Alert – Traverse and OSAS 8

## A vital companion to managing your systems

- Automatically identify issues before they become problems
- Catch data entry errors while there is still time to correct them
- Automatically send late notices, acknowledgments, ship notices, and more
- Update CRM systems or other databases with alert information
- Increase productivity without working harder



### Alerts

Info-Alert scans your data looking for conditions or criteria you have asked it to look for such as purchases that have not been received, orders with a low gross margin, important items that need to be reordered, and so on. When data matches your criteria, you will be alerted by email, fax, or printed report.

### Actions

Info-Alert can automatically send dunning messages, order acknowledgments, invoices, and other customer related messages that you configure. It can also request status of late shipments from your vendors, request product quotes and perform other actions you require.

### Events

Events can be configured to create and send files as email attachments, update customer credit hold flags, move suspect orders to another batch, update CRM data, and perform other unattended functions.

# Info-Alert – Traverse and OSAS 8

## Alert Examples

- Customers with open Accounts Receivable invoices over x days
- Open orders older than x days
- Open purchase orders that have not been received
- Customers over their credit limit
- Orders with a gross margin less than x
- Items below their order point
- Employees x days past their hire date
- Customers who have not purchased in x days
- GL accounts within x% of budget

## Action Examples

- Send electronic invoices
- Email or fax customer dunning notices
- Send order acknowledgments
- Request Purchase Order delivery status from vendors
- Check order entry to verify margins
- Put customers on credit hold when over limit
- Generate and email Excel sheets

The screenshot shows a window titled "Sample, 100001 - Group:". It contains three main sections for configuration:

- E-Mail IDs For Notification:** A table with columns "Alert", "Attach", and "Action". It lists email addresses like "JinW@Sample.com" and "JulieS@Sample.com".
- Report ID:** A dropdown menu set to "Admin" and a "Report Heading" dropdown set to "Administrative Report".
- Event ID:** A dropdown menu with an asterisk (\*) selected.

Each section has a "Max Records" field to the right.

Use the schedule function to let Info-Alert know how often each alert should be reviewed.

The screenshot shows a window titled "Map: Sample Alert: 100001" with tabs for "Alerts", "Description", "Schedule", "Criteria/Notify", "Actions", and "Snapshot". The "Schedule" tab is active, showing options for "Schedule Frequency" (Daily, Weekly, Monthly, One Time Only, Always) and "Daily frequency" (Occurs once after, Occurs every). It also includes a "Weekly" section with checkboxes for days of the week, a "Monthly" section with options for "Day of Month", "First Day of Month", and "Last Day of Month", and a "Daily frequency" section with time and hour settings.

Use actions and events to create files, update data and configure output to vendors and customers.

## Optional Tool Kit

Connect Info-Alert with other databases and spreadsheets to generate custom alerts and actions with the optional Tool Kit. You can also use the Tool Kit to create new alerts or to edit existing alert logic.