# Info-Alert

## Automated functions to keep your business alert

- · Automatically identify issues before they become problems.
- · Catch data entry errors while there is still time to correct them.
- · Find exceptions in your data that you should know about.
- · Automatically send late notices, acknowledgments, ship notices, etc.
- $\cdot$  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 pre-determined such as purchases that have not been received, orders with a low gross margin, important items that need to be reordered, etc. Once identified, 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 the status of late shipments from your vendors, send requests for product quotes, and 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 other unattended functions.

- •Quickly put Info-Alert to work by selecting from pre-defined alerts and actions.
- ·Simply set criteria and schedule events to run as needed.
- •Set various notification options, output to fax, email, or report.



### **Alert and Action Examples**

- · Customers with open A/R 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.
- ·Send electronic invoices.
- Email or fax customer dunning notices.
- · Send order acknowledgments.
- · Request P/O delivery status from vendors.
- · Check order entry to verify margins.
- · Put customers on credit hold when over limit.
- ·Generate and email Excel sheets.
- ·GL accounts within x% of budget.

## **Optional Tool Kit**

Use the optional "Tool Kit" module to connect Info-Alert to other databases and spreadsheets generating custom alerts and actions. The Tool Kit can also be used to create new or edit existing alert logic.

