

ACCOUNT MANAGEMENT

ALERTS

Admins can set up alerts to be notified about various things, such as the end of a rental agreement or equipment temperatures, through the **Alerts** tab.

1. Navigate to the account tab. Once you have clicked **Alerts**, select the alerts you want to view by clicking on either Today, Last 5 Days, Last 7 Days, or Select Date buttons.
2. Click the **Filter** button to filter which alert type you want to view.
3. The **Filter by Alert Type** pop-up window will allow you to select the alert type to view.
 1. Fleet Management
 2. Equipment Diagnostics
 3. Rental Management
4. Then click the **Apply** button.
5. Alert types are displayed from your selection. To export the alerts or send them to your email, click the **Download** icon and select either the **Export** or the **Send over email** option.
6. Click the **Add & Manage Alerts** button to add an alert.
7. The list of categories will display. Click the required category to set up alerts.
8. Select the required equipment checkbox and enter the details in the **Threshold** and **Days** fields. The **Threshold** field displays the percentage of utilization after which the alert will be triggered. The **Days** field tells you how many days the equipment is ideal for use; after the lapse of that period, another alert will be triggered.
9. Click the **Next** button.

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ALERTS CONTINUED

10. Select the required recipient details in the following fields:

Receive Alerts: Toggle option to activate or deactivate alerts

Delivery Mode: Such as email address, text messages, and push notification

Alert Trigger Timing: Time slots for alert notifications

Choose Recipients: List of recipients to be notified

Add Recipient From: Enter an email address or phone number

Note: Push notifications are automated messages sent by an application to a user when the application is not open.

11. Once you are done filling in these details, click the **Save and Add More Recipients** button first. Then click the **Save** button. Follow the same steps to add alerts for each category.