



## CONTENTS

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- Overview of Business Alerts for MAS 90 and MAS 200
- Business Alerts Functionality
- Installing Business Alerts
- Setting Up Business Alerts
- Working with the System
- Starting the Service
- Setting up E-mail Transmission
- Upgrading from a Previous Version
- Business Alerts
- The Process Manager
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  - The Options Dialog Box
- Business Alerts Processes
  - Modifying a Process
  - Adding and Editing a Step
  - Selecting Data Sources
  - Selecting Tables
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  - Setting up an E-mail Agent
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- Viewing the Log Files
- Creating a Process
- Creating a Data Source within Business Alerts

## Syllabus

| Section | Subject                     | Time Estimated                |
|---------|-----------------------------|-------------------------------|
| 1       | Welcome and Introduction    | 15 min                        |
| 2       | Introducing Business Alerts | 45 min                        |
| 3       | The Process Manager         | 30 min                        |
| 4       | Defining Processes          | 45 min                        |
| 5       | Linking                     | 45 min                        |
| 6       | Setting up a Substep        | 30 min                        |
| 7       | Lab Exercise 1              | 30 min                        |
| 8       | Viewing the Log             | 30 min                        |
| 9       | New Processes               | 30 min                        |
| 10      | Lab Exercise 2              | 30 min                        |
| 11      | Review                      | 15 min                        |
| 12      | Challenge Lab               | 45 min                        |
|         | <b>Total Time</b>           | <b>390 min or 6 1/2 hours</b> |

## Business Alerts Objectives:

- Demonstrate the capabilities of the Business Alerts Process Manager.
- Provide experience installing Business Alerts.
- Demonstrate how to set up your system for e-mail transmission.
- Show you how to start the Service to begin using Business Alerts.
- Demonstrate the various options available in Business Alerts.
- Provide you with a variety of tools designed to monitor and analyze critical data.
- Learn how to enable and run an existing alert.
- Learn how to create an alert and define how to enable, run, and schedule the alert.
- Learn how to automatically send messages to specific individuals via e-mail.
- Learn how to keep your employees informed and track important business events.