

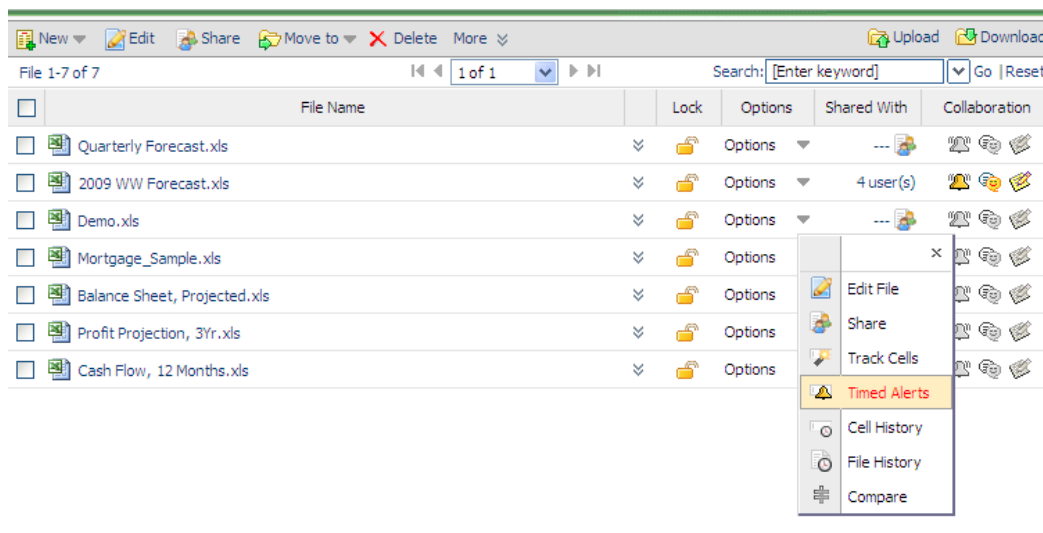


QUICK GUIDE Timed Alerts

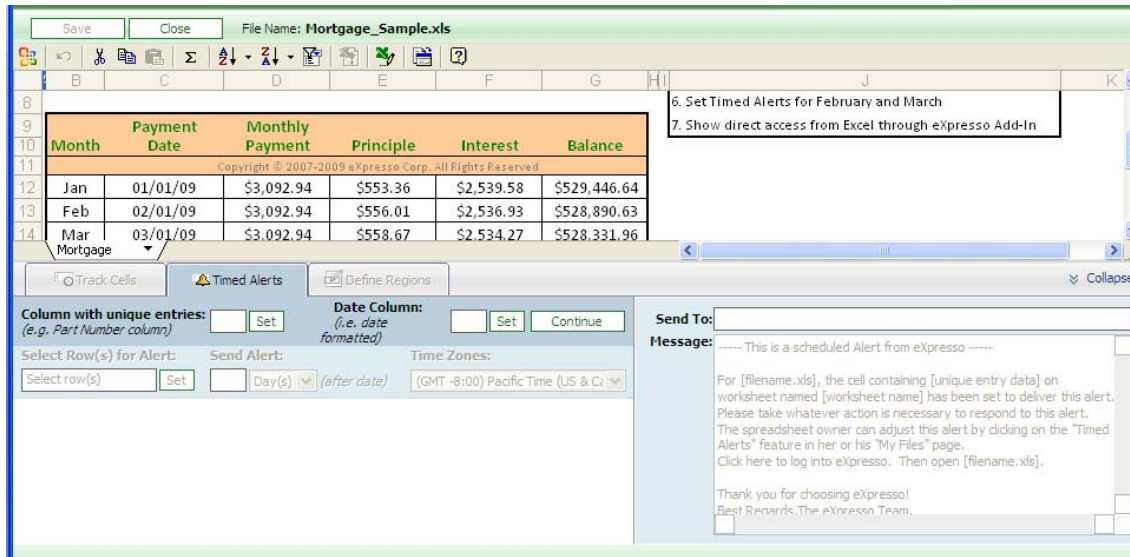
eXpresso's Timed Alerts feature is designed to give users the option to receive an automated email alert based upon a date in a spreadsheet. Users can alert themselves and/or others. If the date in the spreadsheet changes, the date of the alert will change accordingly.

Note: The option to set Timed Alerts is available to users of eXpresso Pro only and is available only for Excel spreadsheets, not other file types. The cell containing the date on which the alert is to be based, must be formatted as a Date in Excel.

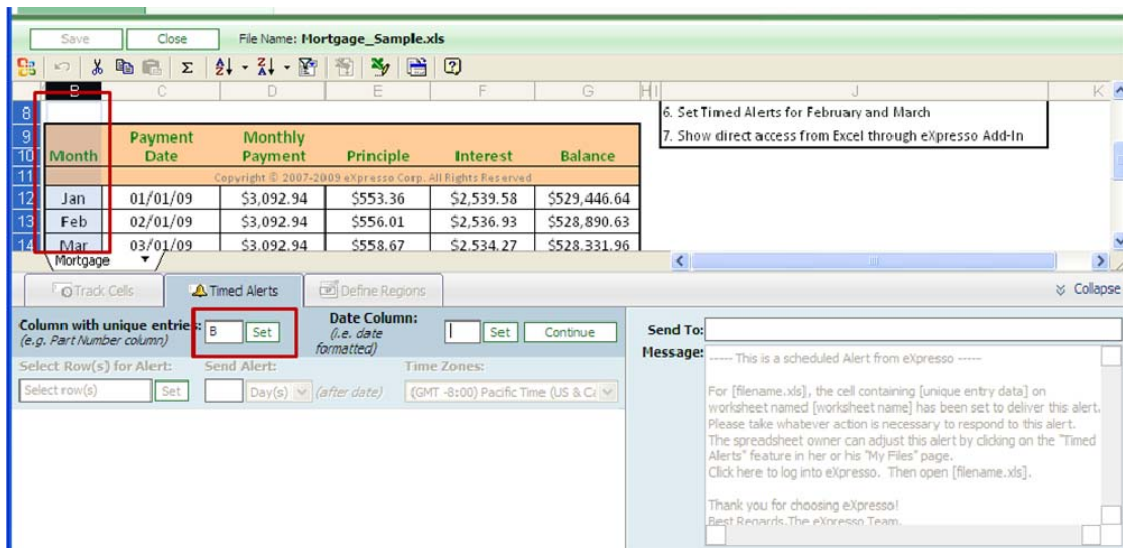
To set up the alert, the spreadsheet owner selects "Options" and "Timed Alerts" next to the spreadsheet that contains the date field.



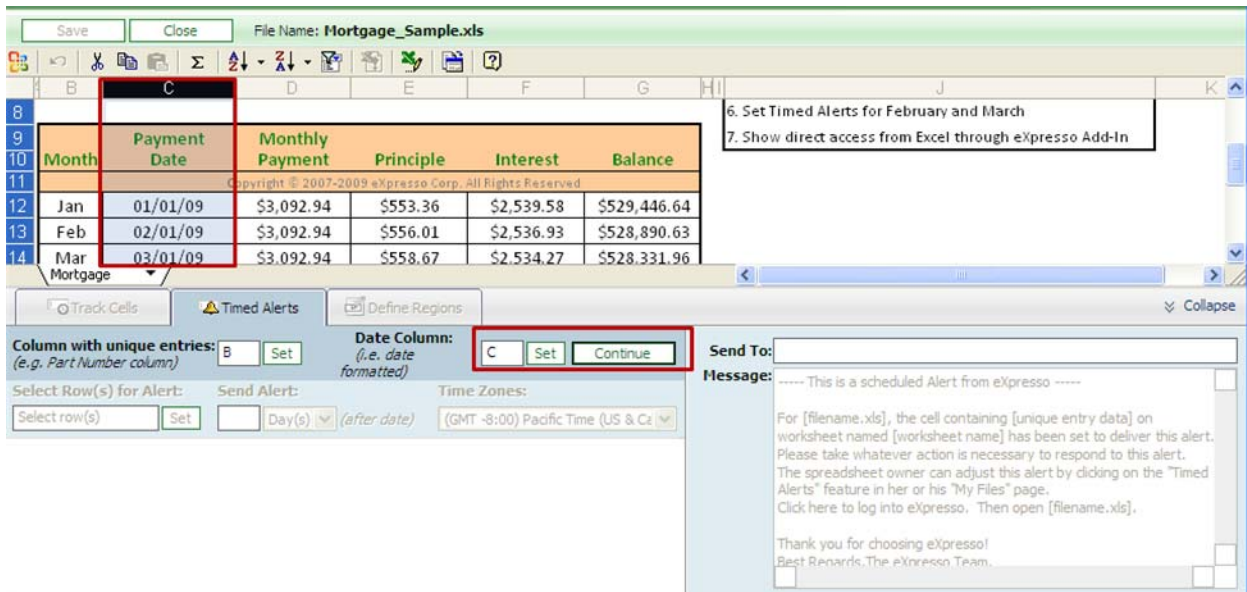
This will open a view of the spreadsheet.



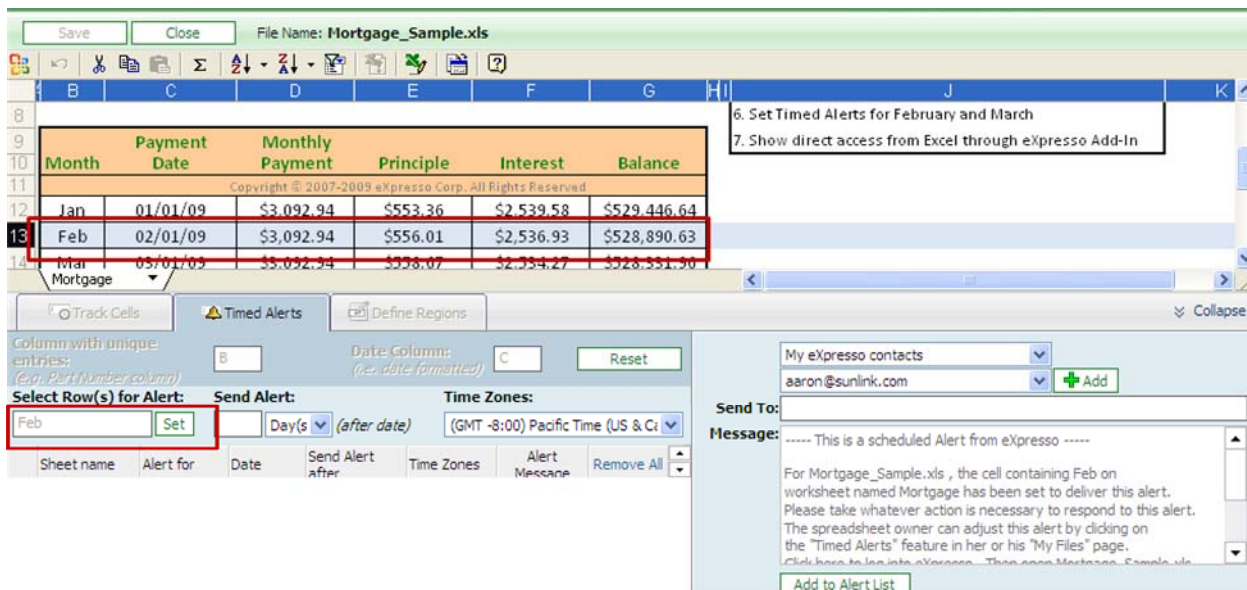
Begin by selecting a column with unique entries. This will serve as the “key” column for Timed Alerts. This should not be the date column. In this case, we will use the Month column. To set the unique entries column, either select the column and click “Set” or type the column letter in the box.



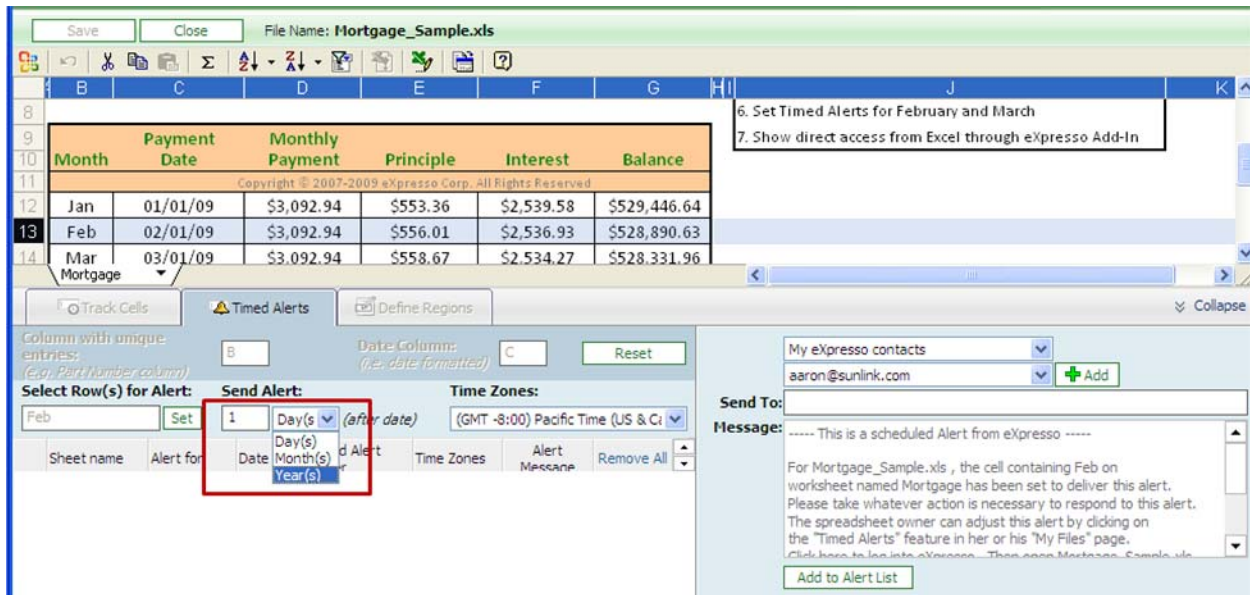
Next, set the column that contains the date or dates. Again, either select the column and click “Set” or type the column letter into the box. Once these columns are entered, click “Continue.”



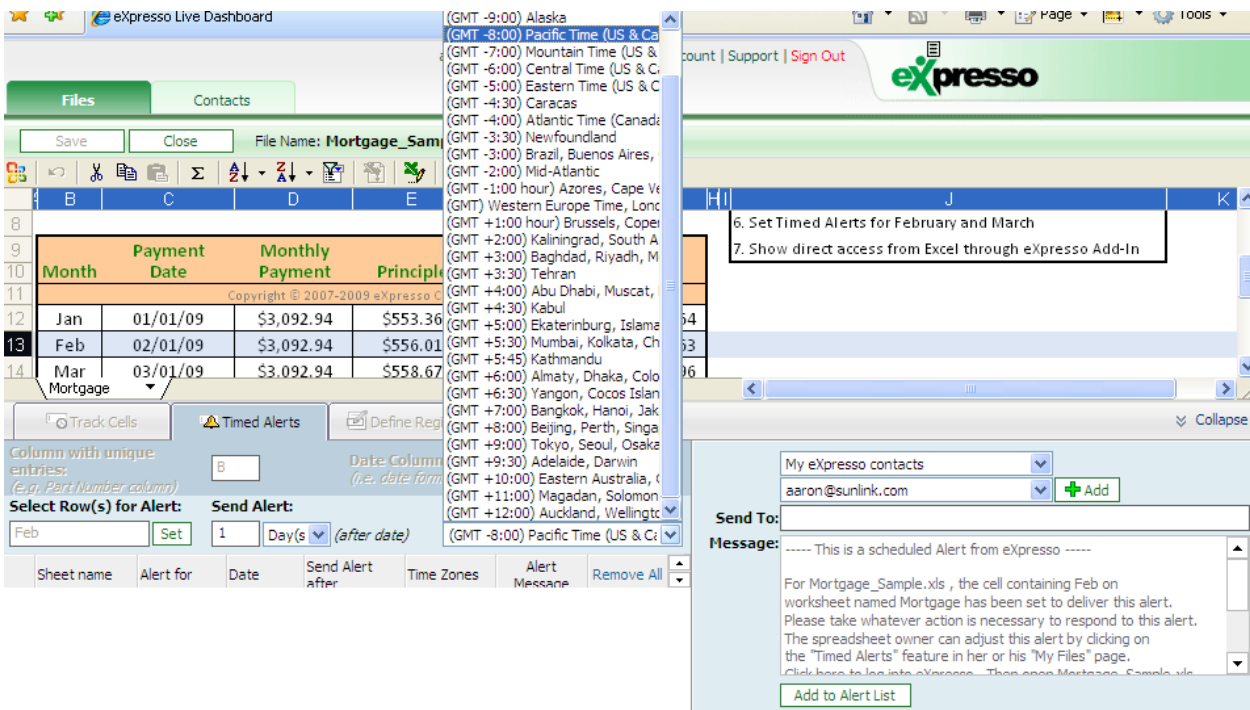
Next, select the row that contains the date on which you will base your alert. In this case, we have selected column 13 for an alert based on February's date. Select the row and then click "Set."



Now we will select the date on which we would like to receive our alert. We can set the alert for any number of Days, Weeks, Months or Years following the date, which in this case, is the date in cell C13. We will set this alert for one year after the date.

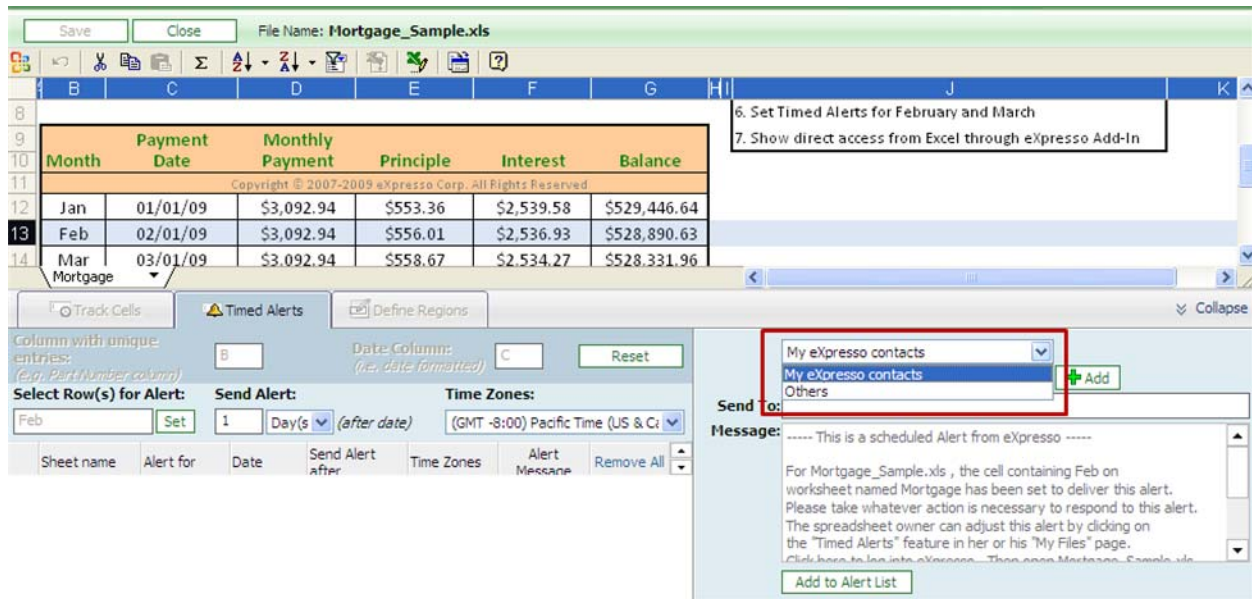


Next, select the time zone on which you wish to base your alert. Alerts will be sent at midnight of the date selected according to the time zone selected.

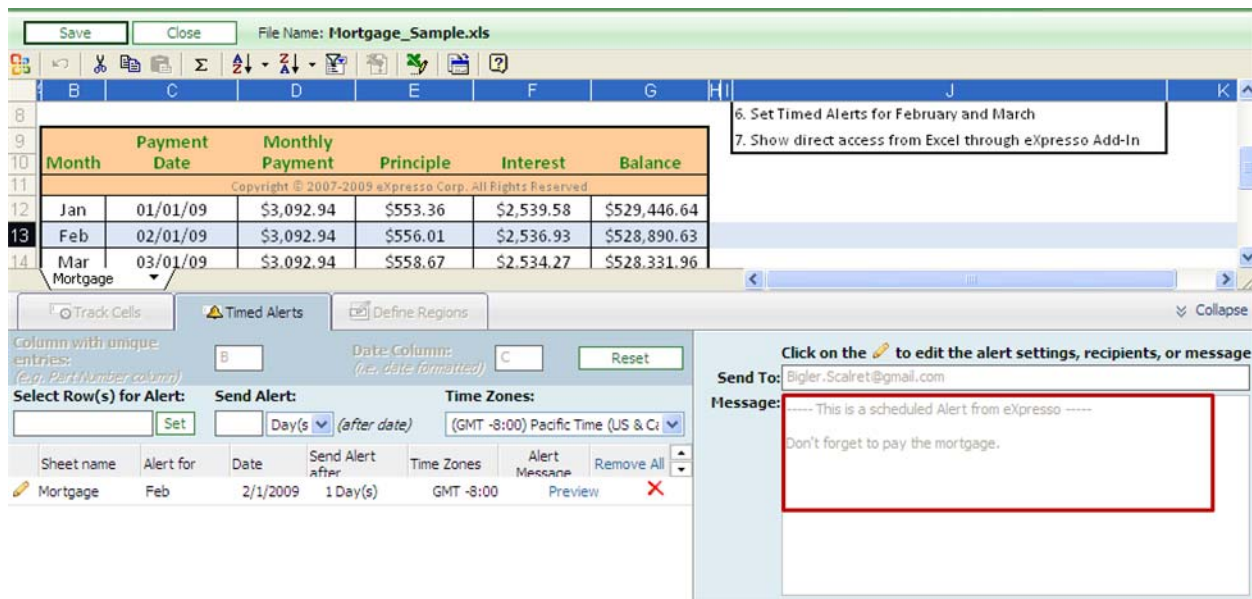


Next select the user or users who should receive the alert. You can send your alert to a member of your eXpresso contacts or you can send the alert any other person by selecting

“Others” and entering their email address. People do not need to be eXpresso users to receive a Timed Alert.



Finally, enter the message that you would like sent out along with your alert. Once you've completed your message, click "Add to Alert List." You may now create additional alerts for this spreadsheet if you wish.



To save your alerts, click "Save." You will be returned to your file dashboard.