

PropertyIQ™

Building card – Alerts tab

ALERTS TAB

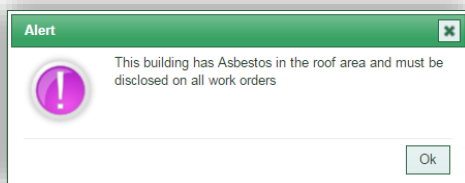
The alerts function in PropertyIQ allows you to create customised alerts so you will never miss an important notification. For example, you could set an alert that states a building has asbestos and that this must be disclosed on all work orders. You can also set rules around each alert.

ADDING A NEW ALERT

1. *+Add* to start adding a new alert
2. Type the text you want to see when the alert triggers
3. The alert will be active by default, but you can untick if you want to deactivate it later
4. Tick *Don't allow operator to continue after alert is shown* if you want the alert to prevent the operator from going any further with the process. An example would be that you are not authorised to process any supplier transactions for that building) In this example we just want to make the operator aware of this issue, so the box is not ticked.

Tick the box to select the context that you want to trigger the alert.

5. If you tick *building card*, the alert will trigger whenever you open that building's card. An example might be that you want to warn operators that the management agreement is expiring in two months.
6. If you tick *supplier transactions*, the alert will trigger whenever you commence processing supplier transactions for that building. An example would be that you are not authorised to process any supplier transactions for that building.
7. If you tick *work orders*, the alert will trigger whenever you create or view work order for that building. In this example we want the operator to see this warning, so they can add a disclosure about the asbestos in the roof area.
8. If you tick *activity log*, the alert will trigger whenever you create an activity log item for this building
9. Choose the symbol you want to appear when the alert is triggered. You can choose any symbol you want. It is a good idea to keep your alert symbols consistent right across PropertyIQ
10. Click *here* to test how the alert will look. Click *Ok* if you are happy with it



11. *Save* when done.

C.T.S.*

270976

Manager*

Anne Fluva

Folio*

QLD Branch

Building Type*

Strata

Building Sub Type*

Residential

Building Class

Module

Accommodation

Type

Mixed

Total UOE*

200

Total Int Ent*

200

Active

☒

Debt Collection

☒

All Inclusive Fees

☐

Payment Plan

☐

Address

Street No

63

Street Name*

Cavill Avenue

Address 2

Suburb

SURFERS PARADISE

State*

QLD

Building Name

Moorings on Cavill

P/Code

4217

Plan

270976

Parish

SURFERS PARADISE

County

Settings

Dates

Charges

Info

Financials

Budget

Notes

Documents

Registers

Alerts

Work Orders

Insurance Claims

Log of Changes

Message to appear on levy notice

☒

Icon

Text

Contexts

Active

User

Alert

Text

This Building has Asbestos in the roof - be careful

Options

☒ Active

☐ Dont allow operator to continue after alert is shown

Contexts

☒ Building Card

☐ Supplier Transactions

☒ Work Orders

☐ Activity Log

Select an Icon

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Test Alert

Save

Cancel

1

2

3

4

5

6

7

8

9

10

11

Opening Balances

Schedules

Financial Reports

Edit

Done

+ Add

View

Edit

Delete

VIEW, EDIT AND DELETE ALERTS

You can view, edit and delete any alerts you have created by going to the *Alerts* tab on the building

1. Highlight the alert you want to work with (or double click on the alert you want to work with)
2. Click *+Add* to add a new alert.
3. Click *View* to view the alert you want to work with
4. Click on *Edit* to edit the alert you want to work with
5. Click *Delete* to delete the alert

Building

C.T.S.* 270976
Manager* Anne Fluva
Folio* QLD Branch
Building Type* Strata
Building Sub Type* Residential
Building Class
Module Accommodation
Type Mixed
Total UOE* 200
Total Int Ent* 200
Active ☒ **All Inclusive Fees** ☐
Debt Collection ☒ **Payment Plan** ☐

Address
Street No 63 **Street Name*** Cavill Avenue
Address 2
Suburb SURFERS PARADISE **State*** QLD
Building Name Moorings on Cavill **P/Code** 4217
Plan 270976 **Parish** SURFERS PARADISE **County**

Alerts

Message to appear on levy notice

<input checked="" type="checkbox"/>	Icon	Text	Contexts	Active	User
<input checked="" type="checkbox"/>	!	This Building has Asbestos in the roof - be carefull	Building Card, Work Orders,	<input checked="" type="checkbox"/>	Faye Goodman

2 **3** **4** **5**
+ Add **View** **Edit** **Delete**

Opening Balances **Schedules** **Financial Reports** **Edit** **Done**