



Content Hub Quick Guide Alerts



1. New Alert

Log into the Content Hub, navigate to the alerts section, and click the 'Add new' button to create a new alert.

2. Alert Type

You now have the option to either select a pre-configured alert scenario or create a custom alert from scratch.

- **Alert Scenarios:** Designed for quick emergency response, these presets come with pre-set colors, icons, and content for situations like fires, severe weather, or cyberattacks. They help you activate alerts efficiently and respond swiftly.
- **Custom Alerts:** On the other hand, custom alerts offer you complete control over every aspect of the alert, from the color and icon to the target audience, content and priority.

** Tip: we recommend having the most common alert scenarios in place and always initiating alerts using these scenarios.*

3. Color and Icon

Choose a color that reflects the severity of the alert (e.g., red for emergency, yellow for warning). Also, pick an icon that complements the alert. This visual cue helps in quick recognition. Choose from a list of suggested icons or search the full library with all available icons.

4. Priority

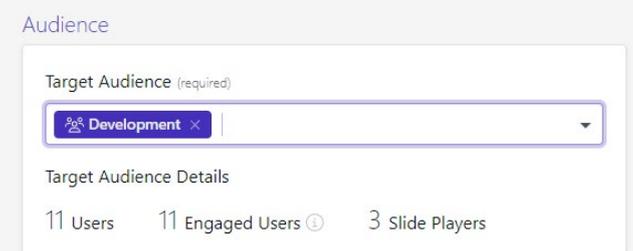
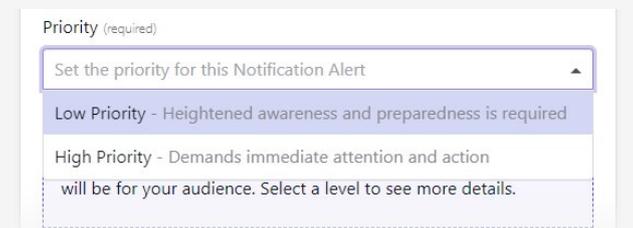
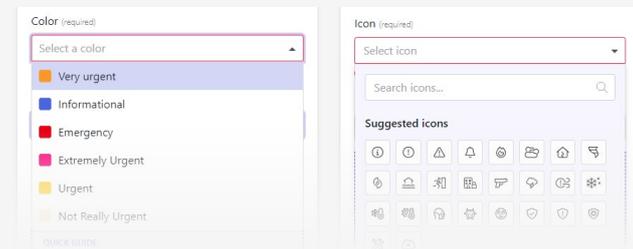
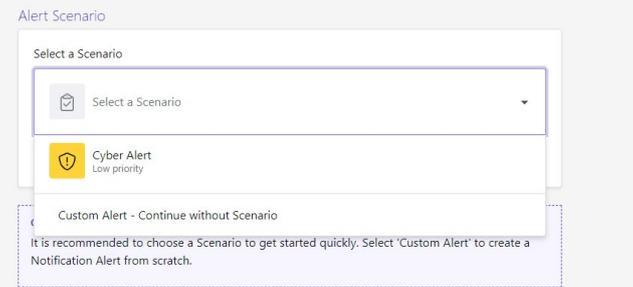
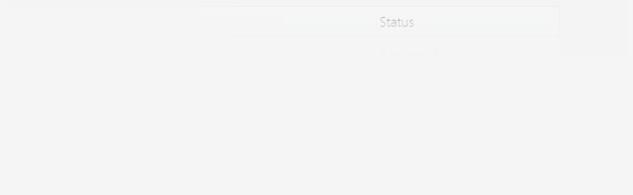
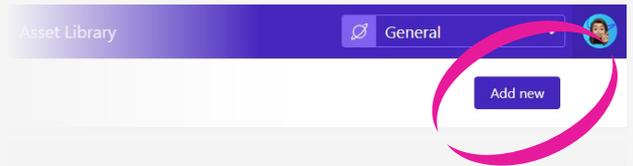
Decide on the alert's priority based on the urgency of the situation.

- **High:** For critical emergencies or urgent situations that demand immediate action and intervention.
- **Low:** For situations where awareness and preparedness are key, but immediate action is not required.

5. Target Audience

Select who needs to receive the alert. You can pick individual users, user groups, or even specific slide players such as TV screens.

** Tip: Once you've selected your audience, you'll see more details indicating the number of users and slide players who are set to receive the alert.*





6. Content

You can add a title and message that you want to send out with the alert. Please be aware of the maximum character limit for the title, and the recommendation for the number of characters for the message.

7. Scheduling

Decide whether the alert should go out immediately or be scheduled for a future time. By default, it will be activated immediately and will remain active until stopped manually.

8. Media

You have the option to enhance your alert with images or videos. While this is not mandatory, visual elements can make your alert more impactful. Choose from existing media in the asset library or upload new media files.

9. Options

You can add options to enhance the impact of your alert:

- **Call-to-action:** you can insert an acknowledgement button that allows recipients to confirm they've received the alert or add a hyperlink to guide your audience to a webpage for more detailed information.
- **SMS Notification:** enable SMS notifications if you want to add another layer of urgency to your alert. The text message will be sent to the selected audience as determined in step 5.

10. Activate

Click the "Preview" button at the top of the page to see how the alert appears on all available output channels. If satisfied with the result, click the "Publish" button to activate the alert.

** Tip: Once your alert is active, head to the Alert Overview section to track its performance. Here you'll find statistics and insights on its reach and impact.*

Content

Title (required)
Fire Alert
Maximum 50 characters 10 / 50

Message
Evacuate the building immediately. Use emergency exit G7, North Side.
Maximum 240 characters recommended 68

Scheduling

Activate **Stop**

Immediately Manually

Media

+ Add media

Call-To-Action

Add Call-To-Action

SMS Notification

SMS Notification

Asset Library General

Save as draft



Whenever you have questions or need support, feel free to contact us at techsupport@netpresenter.com. We are happy to help!