

Alerts

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NO CHANGES TO ALERTS WITHIN 5 MINUTES OF SEND TIME

When amending or deleting an alert designed to appear in either an Attendee App or an Organizer App (or both), you're unable to edit or remove the alert within five minutes of the send time.

If you try to make changes or delete an alert within 5 minutes of the alert being scheduled to send, this may appear to work, but doesn't have time to take effect.

Alerts are real-time notifications, sent when inventory levels are reached or exceeded, and when other actions occur within EventsAir. These alerts are extremely useful for staying on top of critical deadlines or inventories, and allow you to respond to important situations in a timely manner. You can stay up-to-date in real time through four types of Alerts:

- Event Alerts
- Project Alerts
- Inventory Alerts
- Accommodation Alerts

The screenshot shows the EventsAir Alerts panel for the 'Fast Track 2025 Education Summit'. It is divided into four sections:

- EVENT ALERTS:** A table with columns for LEVEL, ALERT DATE, and DETAILS. It lists four alerts with levels: High, High, Critical, and Critical.
- INVENTORY ALERTS:** A table with columns for LEVEL, ITEM, and INVENTORY. It shows two items: 'Sala Dinner' and 'Welcome Reception', both with a level of High and a progress bar indicating inventory levels.
- PROJECT ALERTS:** A table with columns for STATUS, DUE DATE, and TASK. It lists four tasks, all with a status of 'Not Started'.
- ACCOMMODATION ALERTS:** A table with columns for LEVEL, HOTEL, ROOM TYPE, DATE, and INVENTORY. It shows three accommodation alerts, all with a level of Critical and a progress bar indicating inventory levels.

The bottom navigation bar includes: Dashboard, Agenda, Attendees, Reporting, Communications, Alerts (active), Accounting, Project, Run Sheet, Online, Express Actions, and Setup.

Each section of the Alerts Panel displays useful information about different aspects of EventsAir, and provides the meeting organizer with details about items with inventory, or other alerts about changes in status. For more information, click on the different Alert categories below:

[Event Alerts](#)

[Project Alerts](#)

[Inventory Alerts](#)

Alert Levels

All Event Alerts are noted with one of five alert levels:

- Information – Blue
- Low – Green
- Medium – Yellow
- High – Orange
- Critical – Red

You may choose an Information Alert if you just want to be aware that a pre-planned communication was sent, but may want to see a Red Critical Alert if your conference hotel goes into an oversold situation.

Alert Notifications

In addition to the normal alert panel, High and Critical alerts are noted by an orange or red circle with a number inside. These High and Critical alerts display on the Navigation Bar, and on the Event Selection screen, specifically on the event where the alerts are being generated. These alert notifications are linked directly to the alerts panel.

Event Alerts can also be sent to a specific email or phone, based on a specific alert level. For example, you may choose to reserve Information alerts for Accommodations, and have your accommodation manager alerted by text message or email when a specific hotel experiences an inventory alert.

For More Information:

- [Configuring Alerts in EventsAir](#)
 - [Accommodation Alerts](#)
 - [Event Alerts](#)
 - [Inventory Alerts](#)
 - [Project Alerts](#)
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