

Project Alerts

Last Modified on 05/14/2024 3:11 am EDT

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.

Project alerts are generated within 24 hours prior to Task start date and 24 hours prior to a Task end date. These alerts can optionally be emailed to specific Team Members assigned to the task.

- You can click on the **Task Name** to jump to that task and view or edit the task details.
- Clicking on **All** will display the expanded view of Tasks that include Team Member details.
- **Export to Excel** – this option lets you export all Alert information to an Excel Spreadsheet.

PROJECT ALERTS

All

STATUS	DUE DATE	TASK
Not Started	29/11/2022	Arrange Venue Seating
Not Started	29/11/2022	Create Attendee Communications
Not Started	29/11/2022	Visit venue

See [Project Manager Advanced Setup](#) for information on setting up automated emails for Project Alerts.