Project Alerts

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

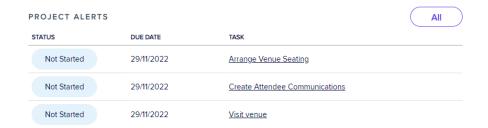
NO CHANGES TO ALERTS WITHIN 5 MINUTES OF SEND TIME

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.



See Project Manager Advanced Setup for information on setting up automated emails for Project Alerts.