

How To: Send & View Notifications

Monthly Subscription..... \$10.00/month per user
 Annual Subscription..... \$120.00 unlimited usage
 for one year

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Sending a Notification

Step 1: Verify that all needed contacts appear in your Distribution List prior to sending a notification. If they do not appear, you must enter the following information to add them:

- Email Address (Required)
- Company Name
- First and Last Names (Required)
- Phone Number
- Complete Shipping Address

Step 2: Access a project as if you were going to place an order.

Step 3: Click on the **Details** tab.

Step 4: Click on **Create Notification**.

Step 5: Select your notification type.

Step 6: Fill in all fields with required information.

Note: If you leave a field empty the email notification will be skewed and difficult to read. If you fill in a field with the wrong data type, you will get an error page once you've selected **Continue**. Click on the **Back** button to correct your error.

Step 7: Click **Continue**.

Step 8: Select your recipients from your contacts list by placing a checkmark next to their names and clicking **Add to List**. Click **Continue**.

Step 9: Review all of your information including contacts, and edit them if necessary.

Step 10: Click **Send Notification**.

View Notification Status

Step 1: Click on the **My Account** tab.

Step 2: Click on the **Notification Maintenance** link.

Step 3: Click on the notification that you wish to view. The following information will appear for each notification:

- List of Recipients
- RSVP Status for each
- Details of the Notification

For more information regarding this service, please log onto to www.aecomplex.com.