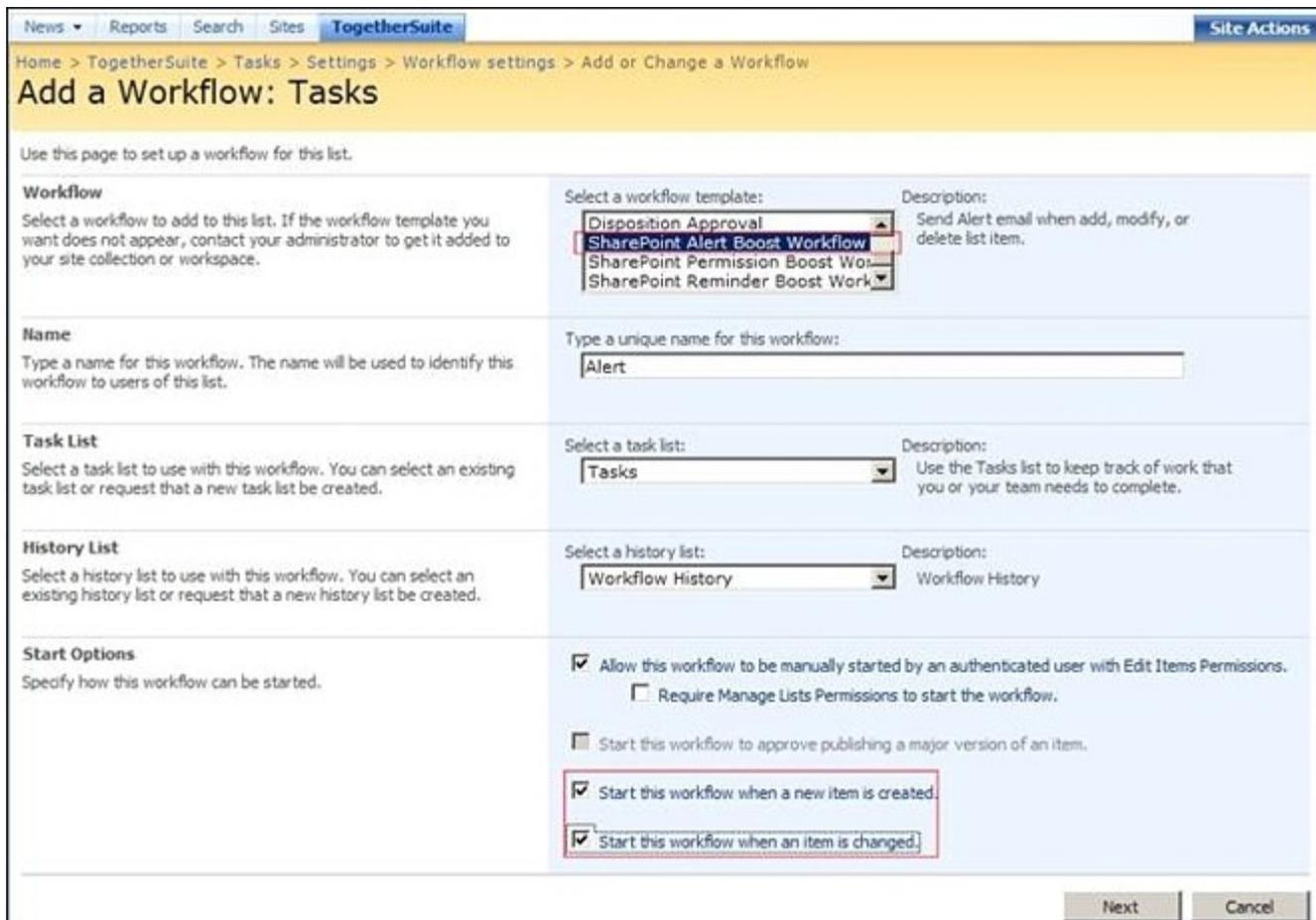


SharePoint alerts( SharePoint alert emails ) can be easily subscribed for in using SharePoint Alert Reminder Boost. The following sample will show you how to use this workflow.

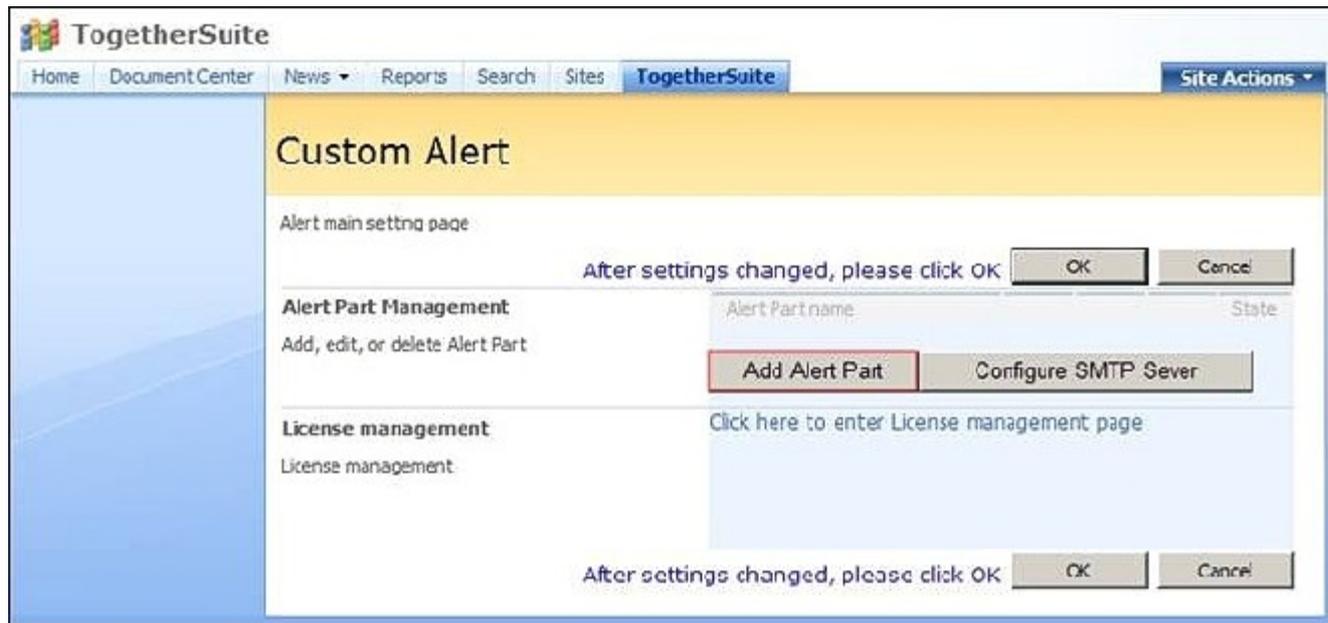
1. Create a SharePoint Group named "Task Owner" and add some users.



2. Enter workflow setting page, and you can find SharePoint Alert Boost Workflow in workflow template list. Type workflow name and select a task list, history list for it. In order to start this workflow automatically, you must be sure that both "Start this workflow when a new item is created" and "Start this workflow when an item is changed" are selected.



3. In the main setting page of SharePoint Alert workflow, click "Add Alert Part" to add a new part.



#### 4. Configure Alert Part

- Type a name for this alert part .
- Select "All Changes", which means that the user will receive related SharePoint alerts (alert emails) whenever a task item is added, modified, or deleted.
- Type alert condition expression in Alert Condition textbox when you need to customize sending condition.

## Customize alert

Add Alert Part

OK

Cancel

### Alert Part name

Please enter Alert Part name

Alert Part1

### Change type

Specify the type of changes that you want to be alerted to

- All changes
- New items are added
- Existing items are modified
- Items are deleted

### Alert Condition

Specify the condition that you want to be alerted to

[Insert column...]

[Insert operator...]

[Insert function...]

Test

In Subject of Email, enter [Title]-[Status], and select "Mark workflow name at subject" and "Mark Alert type at subject".

In Alert Content, select Include item information in Alert email. The alert email will contain all the field value of the item.

<b>Subject of Email</b> Subject of Email (list column can be used, eg. [Title])	<p>[Title]-[Status]</p> <p>[Insert column...]</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Mark workflow name at Subject</li><li><input checked="" type="checkbox"/> Mark Alert type at Subject</li></ul>
<b>Alert content</b> Set email body	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Include item information in Alert email</li><li><input checked="" type="checkbox"/> Send item attachment as attachment in Alert email</li><li><input type="checkbox"/> Include custom content in Alert email</li></ul>

Type "Task Owner" into "Send to" textbox, and select "Assigned to". The alert email will send to users in Task Owner group and in field value of the item which triggers the workflow.

**Send to**  
Alert email send to

Please enter SharePoint users or groups.

Task Owner

Please select columns. Email can be sent to users or groups represented by the column.

Assigned To

Task Group

Created By

Modified By

Please enter email addresses or columns representing email address, and use comma(;) or semicolon(,) to separate them.

[Insert column...]

5. Click "OK" back to Alert main page, then click "OK" button to save the SharePoint Alert Boost workflow configuration.

6. Go back to the task list, which has been set with SharePoint Alert Boost workflow. When you add a task item, the "Task Owner" group will receive alert email for the new item.

## Tasks: New Item

 The content of this item will be sent as an e-mail message to the person or group assigned to the item.

OK

Cancel

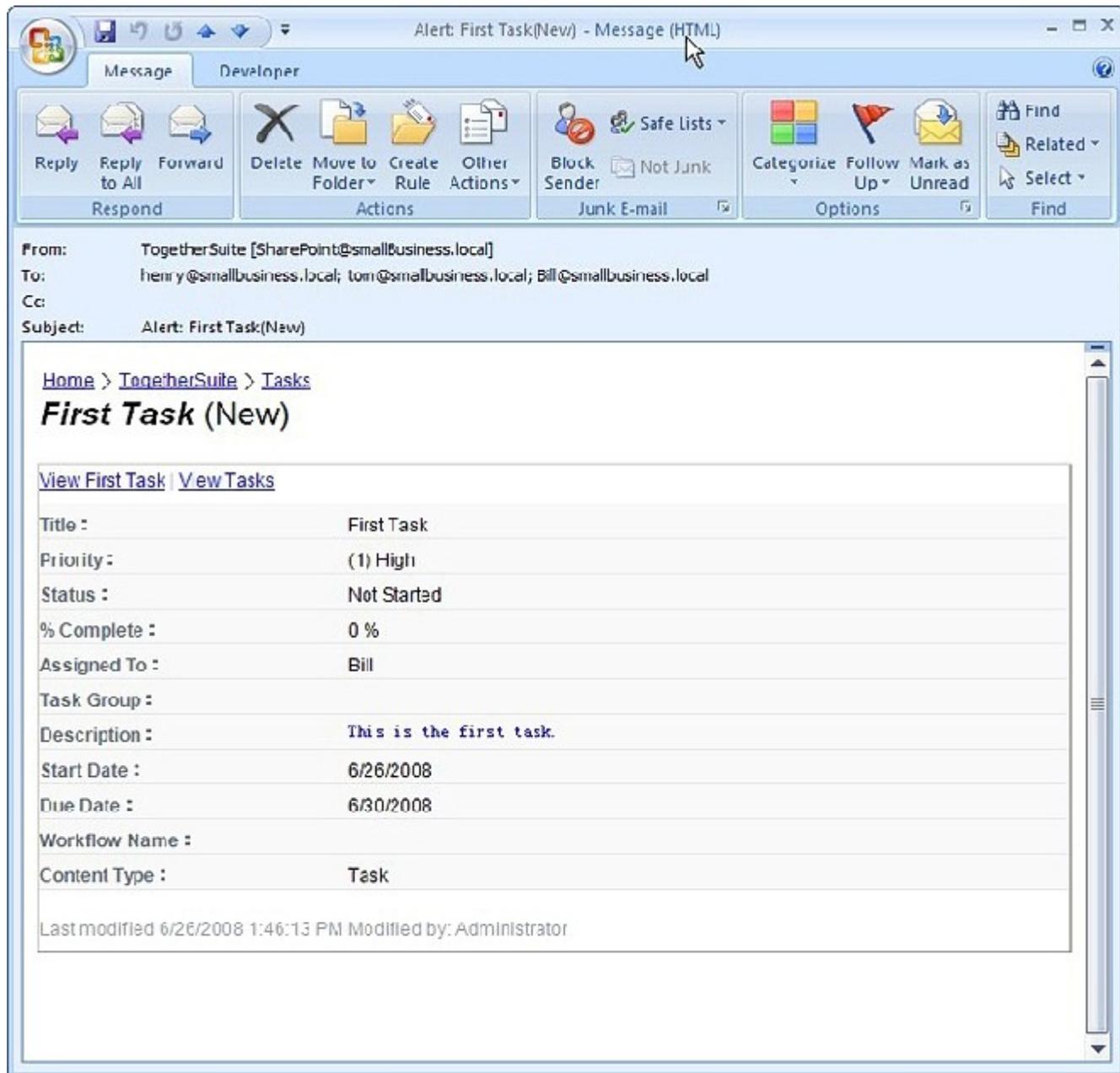
 Attach File |  Spelling...

\* indicates a required field

<b>Title *</b>	<input type="text" value="First Task"/>
<b>Priority</b>	(1) High <input type="button" value="v"/>
<b>Status</b>	Not Started <input type="button" value="v"/>
<b>% Complete</b>	<input type="text" value="0"/> %
<b>Assigned To</b>	<input type="text" value="Bill"/>  
<b>Description</b>	<div style="border: 1px solid #ccc; padding: 5px;"><p></p><p>This is the first task.</p></div>
<b>Start Date</b>	<input type="text" value="6/26/2008"/> 
<b>Due Date</b>	<input type="text" value="6/30/2008"/> 

OK

Cancel



7. Change status value from "Not Stated" to "Completed" and "%Complete" value from "0" to "100". Then you will get the edit item specifics in the SharePoint alerts (SharePoint alert emails).

Alert: First Task(Modified) - Message (HTML)

Message Developer

Reply Reply Forward  
to All

Delete Move to Create Other  
Folder Rule Actions

Block Safe Lists  
Sender Not Junk

Categorize Follow Mark as  
Up Unread

Find Related  
Select

Respond Actions Junk E-mail Options Find

From: TogetherSuite [SharePoint@smallbusiness.local]  
To: henry@smallbusiness.local; tom@smallbusiness.local; Bill@smallbusiness.local  
Cc:  
Subject: Alert: First Task(Modified)

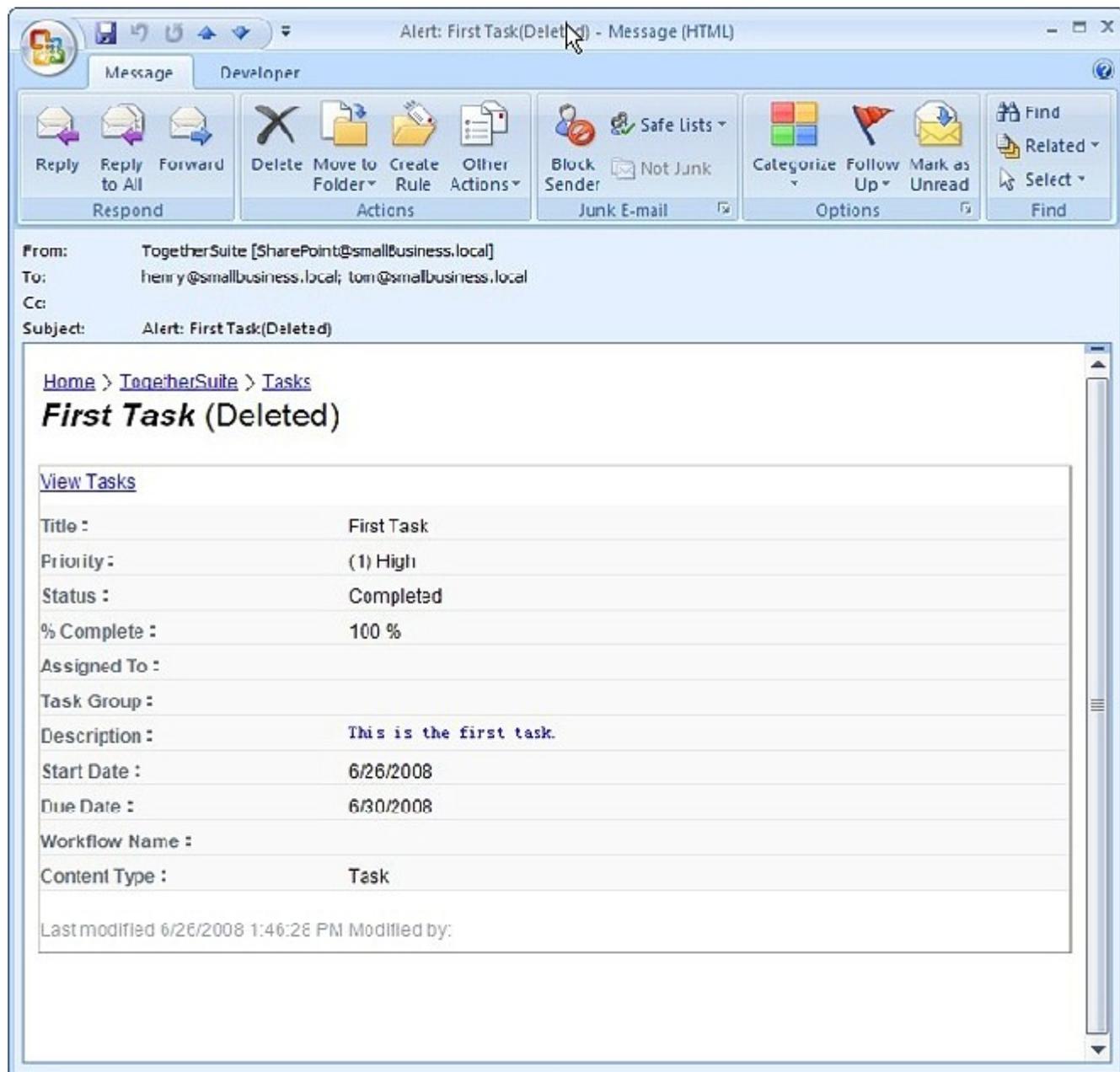
[Home](#) > [TogetherSuite](#) > [Tasks](#)  
**First Task (Modified)**

[View First Task](#) | [View Tasks](#)

Title :	First Task
Priority :	(1) High
Status :	<del>Not Started</del> <b>Completed</b>
% Complete :	0 <b>100</b> %
Assigned To :	Bill
Task Group :	
Description :	<b>This is the first task.</b>
Start Date :	6/26/2008
Due Date :	6/30/2008
Workflow Name :	
Content Type :	Task

Last modified 6/26/2008 1:46:28 PM Modified by: Administrator

8. Delete the task item; and you will receive an alert email for deleting item.



SharePoint Reminder Boost workflow can notify person when his task exceeds time limit. The following situations demonstrate how to apply it.

- Send alert email when the day is overhead the due time, and the status of this task is "Not Completed".
- The alert email will be sent twice a day, one is at 9:00, and the other is at 12:00. But if the day is not a workday, the workflow could stop sending alert emails.
- The alert email will be sent to person in charge of the task and BCC to persons in Task Owner group.

The configuration of SharePoint Reminder Boost workflow is similar to SharePoint Alert Boost workflow and the only difference lies in alert part setting page.

- Type a name for the alert part.

- In "Set Reminder", we set "Start time" on 9:00:00, "End time" on 23:00:00, and "Interval time" 0.1 which equals to 6 minutes. In Alert Condition, we type the expression "[Status] != 'In Progress' && Weekday([Today]) != 6 && Weekday([Today]) != 7 && [Today] > [Due Date]", which means that the workflow will only remind overdue task on workday.

**Customize Reminder**

Add Alert Part OK Cancel

**Alert Part name**  
Please enter Alert Part name:

**Set reminder**  
Set start time, end time and interval time; make sure remind once a day or not

Start time(HH:mm:ss, eg.9:00:00):   
 End time(HH:mm:ss, eg.18:00:00):   
 Interval time(integer or decimal):   
 hours

Send once a day

**Alert Condition**  
Specify the condition that you want to be alerted to

Alert Condition Help

`[Status] != "In Progress" && Weekday([Today]) != 6 && Weekday([Today]) != 7 && [Today] > [Due Date]`

**Subject of Email**  
Subject of Email(1st column can be used, eg.[Title])

Type [Title]-[Status] in Subject of email and mark the all check box.

Type "Pay Attention: This task [Title] has exceeded the time limit, please finished it as soon as possible" with red font color in order to tell the people the task is overdue.

<p><b>Subject of Email</b> Subject of Email (1st column can be used, eg. [Title])</p>	<p>[Title]-[Status]</p> <p>[Insert column...]</p> <p><input checked="" type="checkbox"/> Mark workflow name at Subject <input checked="" type="checkbox"/> Mark Alert type at Subject</p>
<p><b>Alert content</b> Set email body</p>	<p><input checked="" type="checkbox"/> Include item information in Alert email <input checked="" type="checkbox"/> Send item attachment as attachment in Alert email <input checked="" type="checkbox"/> Include custom content in Alert email</p> <p>  </p> <p>Pay Attention: This task [Title] has exceeded the time limit, please finished it as soon as possible.</p> <p>[Insert column...]</p>

Select "Assigned to" and type "Task Owner" in BCC.

Create an item for this task list. You will receive alert emails when the condition expression matches.

Reminder: Second Task-In Progress(Reminder) - Message (HTML)

Message Developer

Reply
 Reply to All
 Forward

Delete
 Move to Folder
 Create Rule
 Other Actions

Block Sender
 Not Junk

Safe Lists

Categorize
 Follow Up
 Mark as Unread

Find
 Related
 Select

**From:** TogetherSuite [SharePoint@smallBusiness.local]  
**To:** Bill@smallbusiness.local|  
**Cc:**  
**Subject:** Reminder: Second Task-In Progress(Reminder)

[Home](#) > [TogetherSuite](#) > [Tasks](#)  
**Second Task-In Progress (Reminder)**

Pay Attention: This task Second Task has exceeded the time limit, please finished it as soon as possible.

[View Second Task](#) | [View Tasks](#)

Title :	Second Task
Priority :	(2) Normal
Status :	In Progress
% Complete :	50 %
Assigned To :	Bill
Task Group :	
Description :	This is the second task.
Start Date :	6/25/2008
Due Date :	6/26/2008
Workflow Name :	
Content Type :	Task

Last modified 6/27/2008 4:41:31 PM Modified by: Administrator