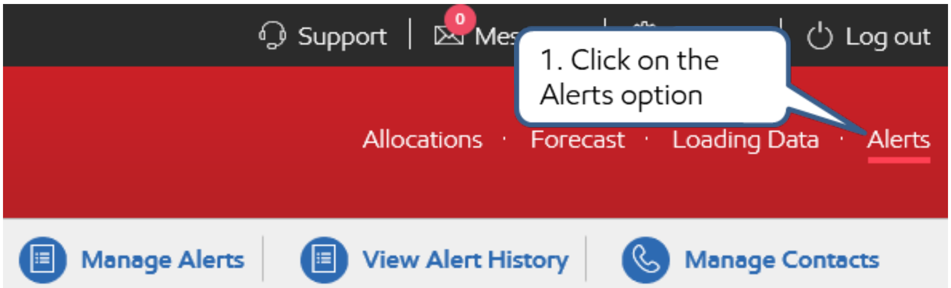
SMS Alert Management

ALERTS

Access and Manage Alerts

To access the Alert functionality, Click on **Alerts** on the dash board.

Best Practice: Appoint one individual within your organization to manage Alerts.

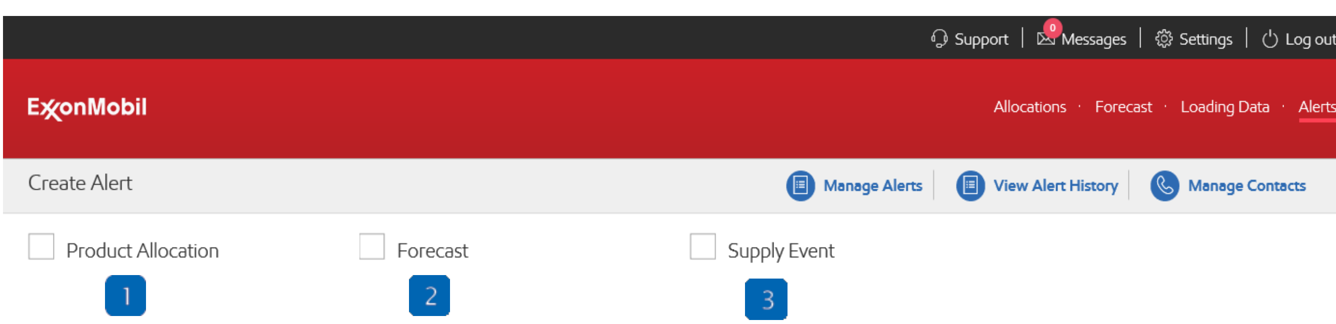


1. Product Allocation: Notifies you when allocations are nearing daily, weekly or monthly limits.

2. Forecast: Notifies you when the review period is open, when change requests have been approved and when your final forecast is ready.

3. Supply Event: Product availability, these alerts will keep you up to date with lift limit changes and product outages in real time.

All the Alert functionality is now conveniently located on a single page, which reduces the number of page interactions and clicks.

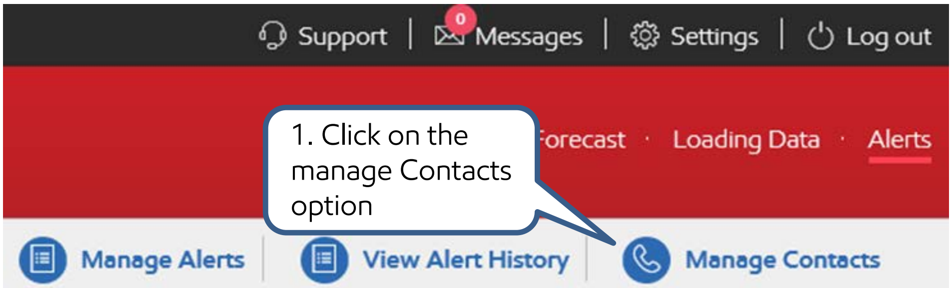


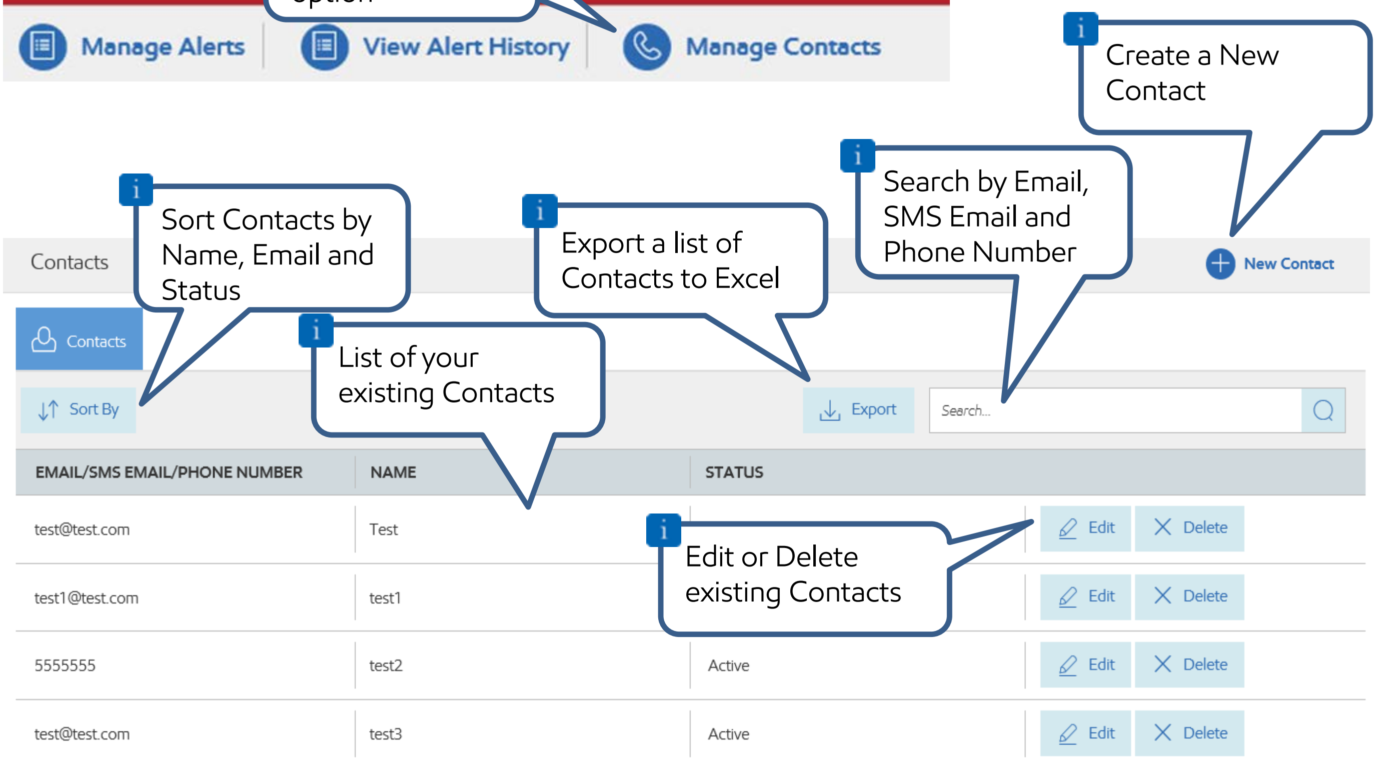
ALERTS

Manage and Alter Contacts

Step One: Setup Contacts

To setup the contacts that you would like to receive Alerts, click on **Manage Contacts.**

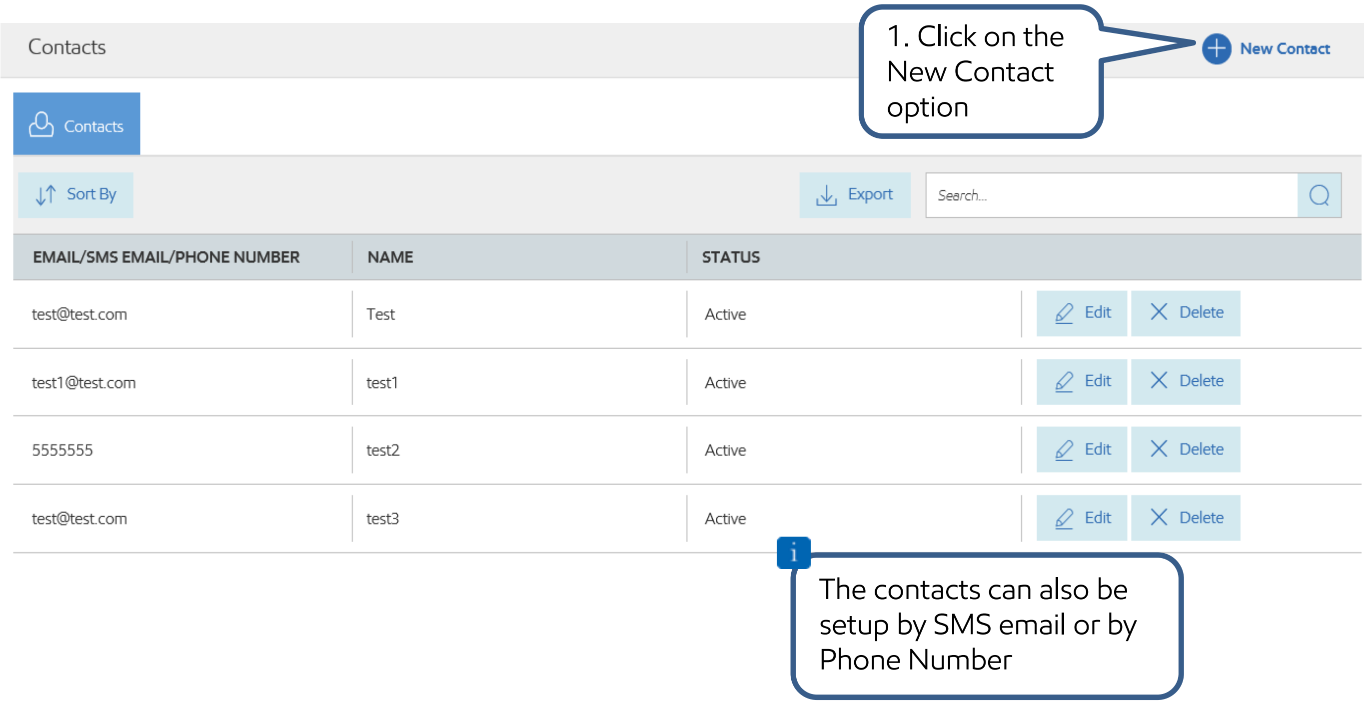


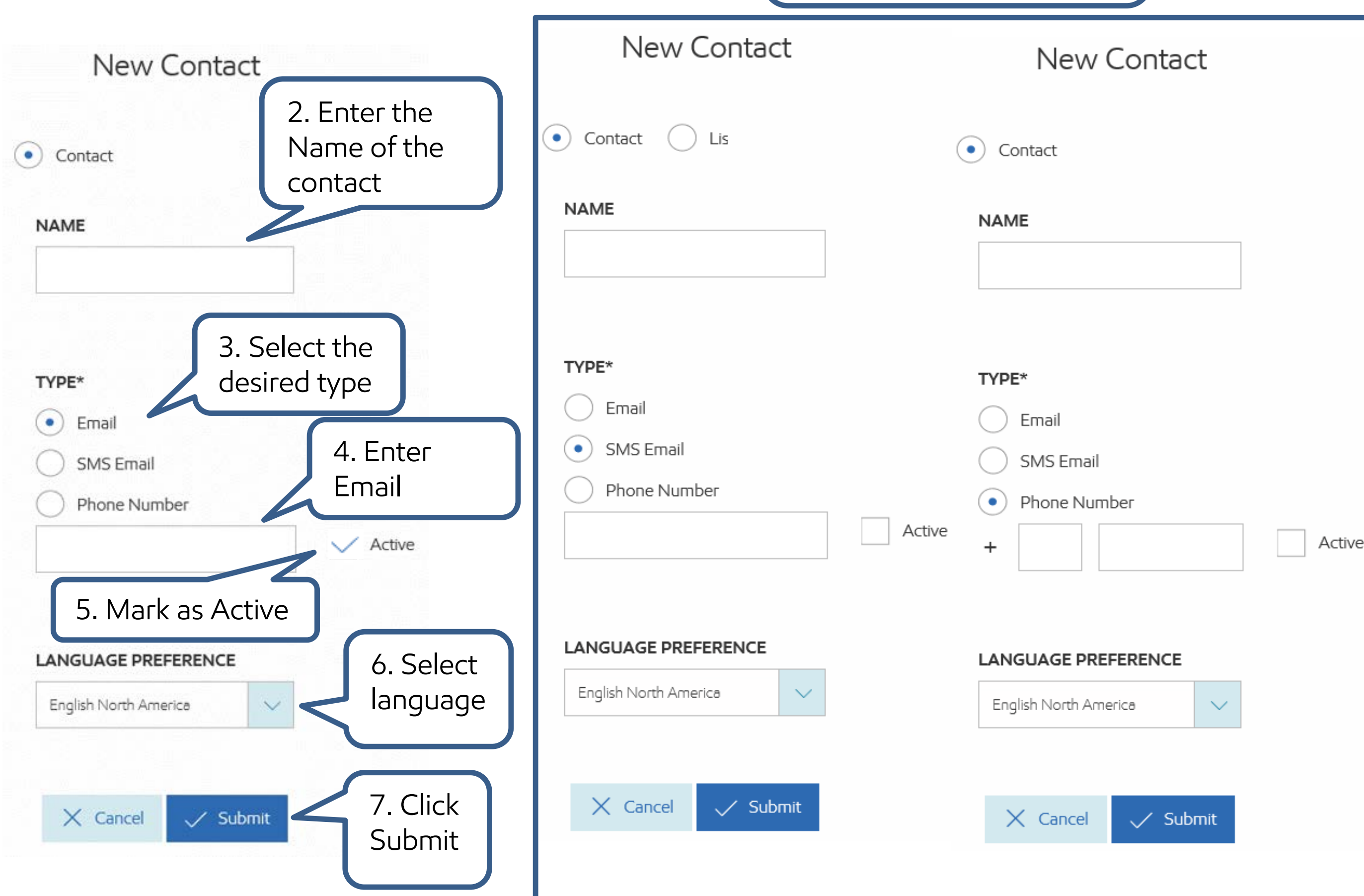


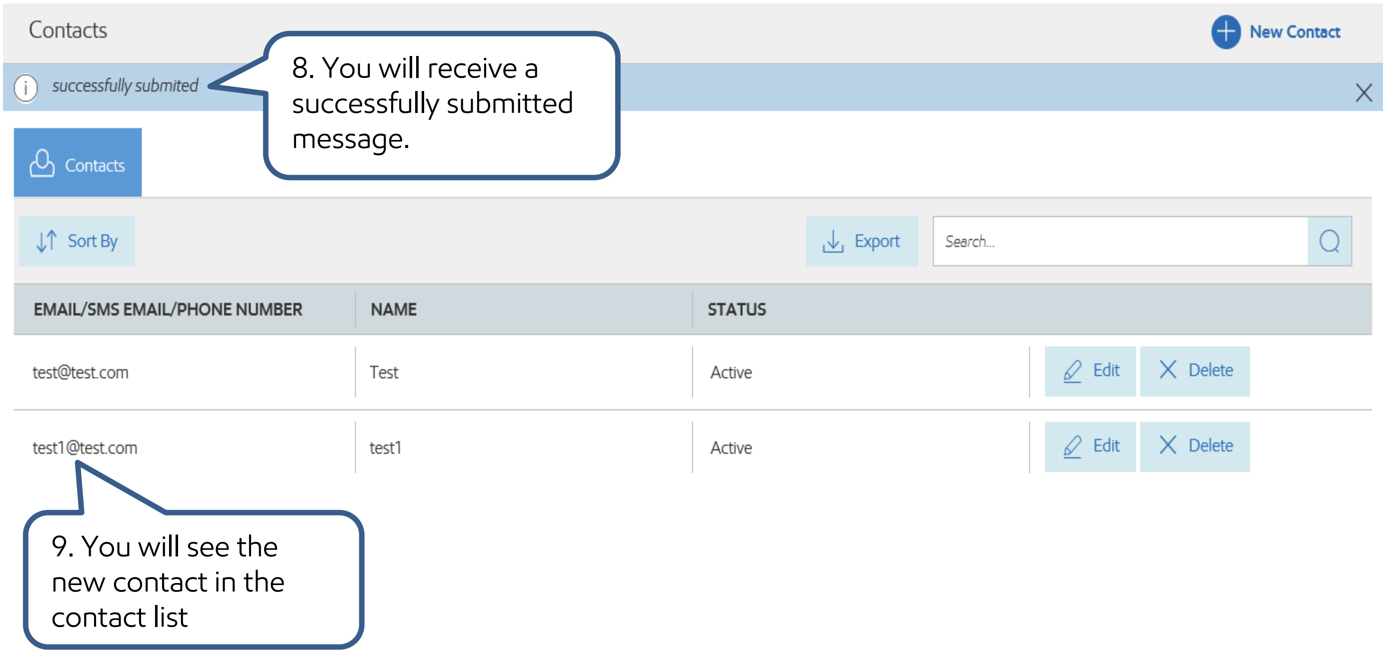
ALERTS

Create Contacts

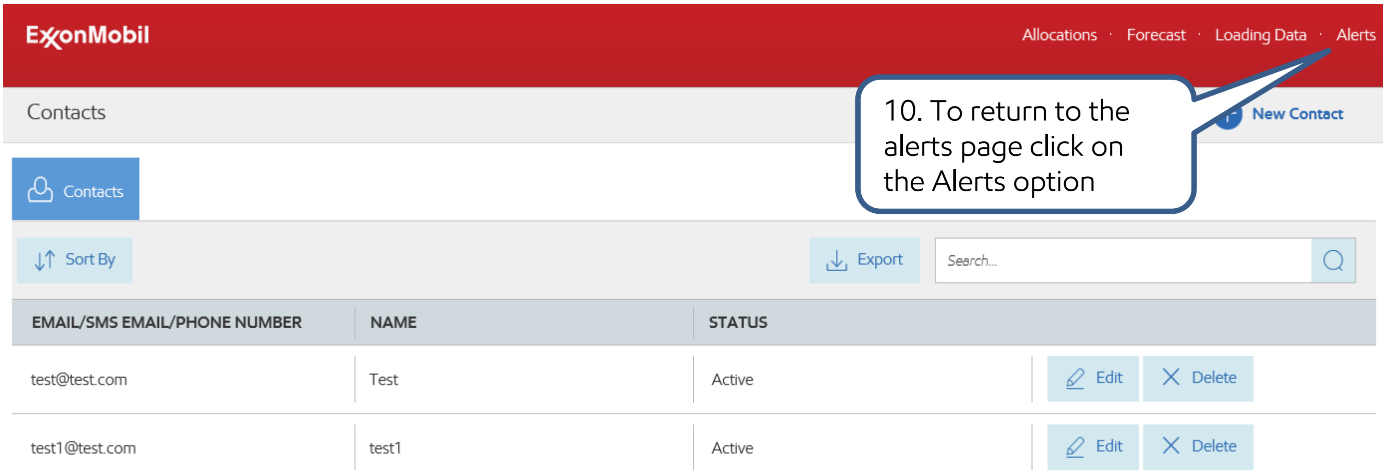
To create a new contact click on the **New Contacts** option.







Contacts
New Contact
successfully submited
8. You will receive a successfully submitted message.
Contacts
Sort By
Export
Search...
EMAIL/SMS EMAIL/PHONE NUMBER
NAME
STATUS
test@test.com
Test
Active
Edit
Delete
test1@test.com
test1
Active
Edit
Delete
9. You will see the new contact in the contact list

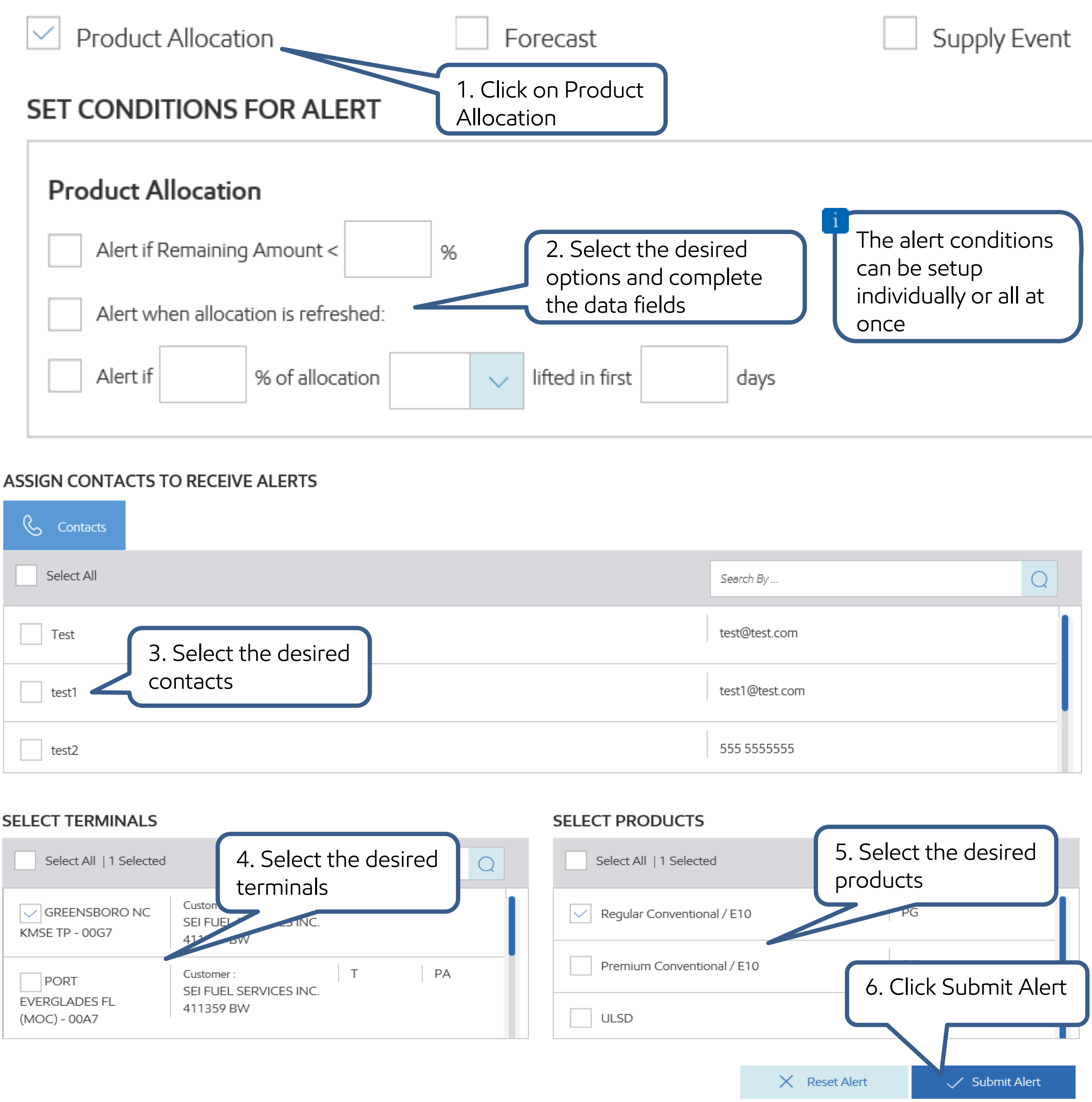


ExxonMobil
Allocations
Forecast
Loading Data
Alerts
Contacts
10. To return to the alerts page click on the Alerts option
New Contact
Contacts
Sort By
Export
Search...
EMAIL/SMS EMAIL/PHONE NUMBER
NAME
STATUS
test@test.com
Test
Active
Edit
Delete
test1@test.com
test1
Active
Edit
Delete

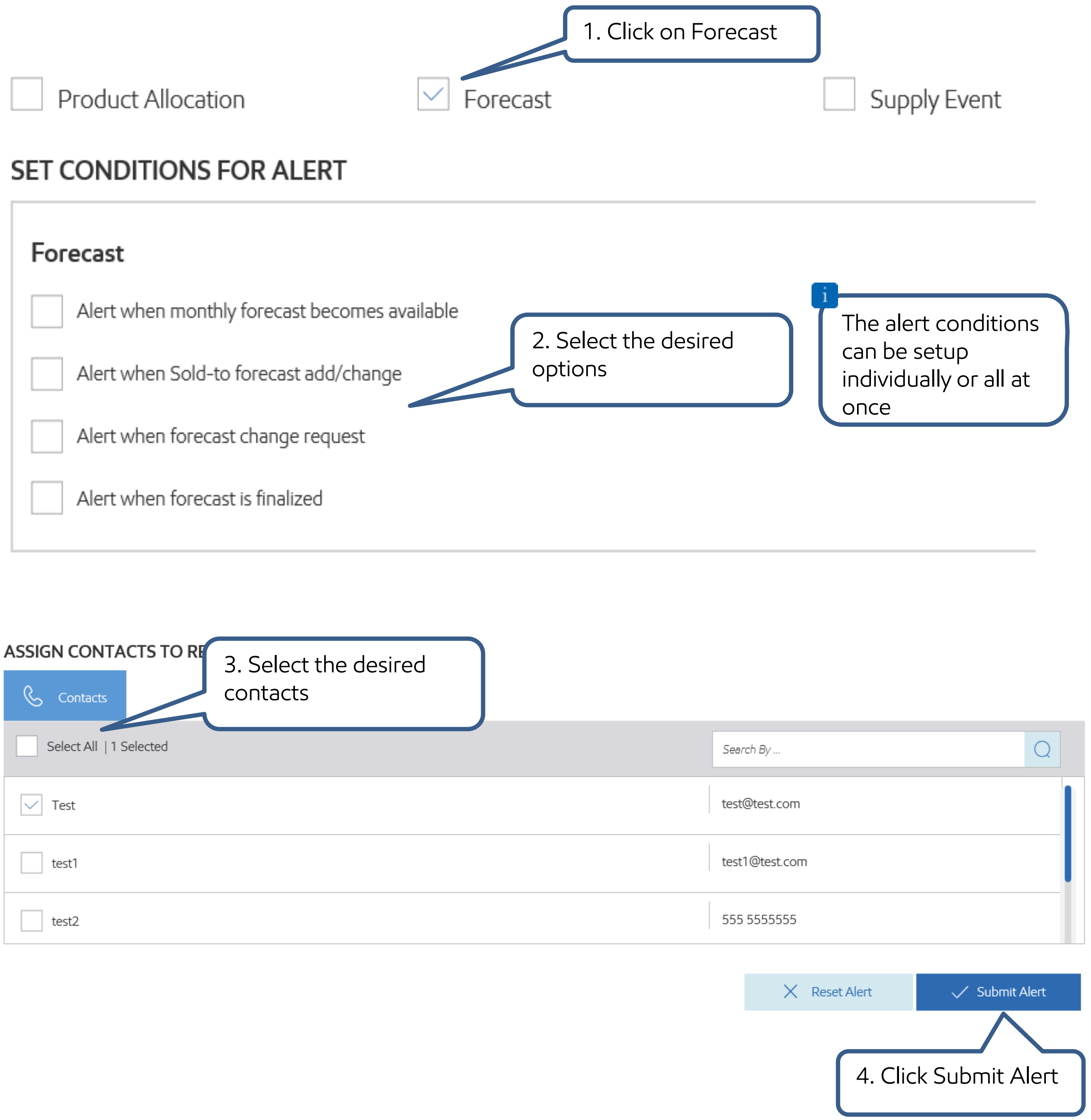
Step Two: Create Alerts

Alerts can be setup individually or all at once. To setup the alerts click on the desired alert to reveal the options.

Best Practice: Setup the Supply Event alert separately



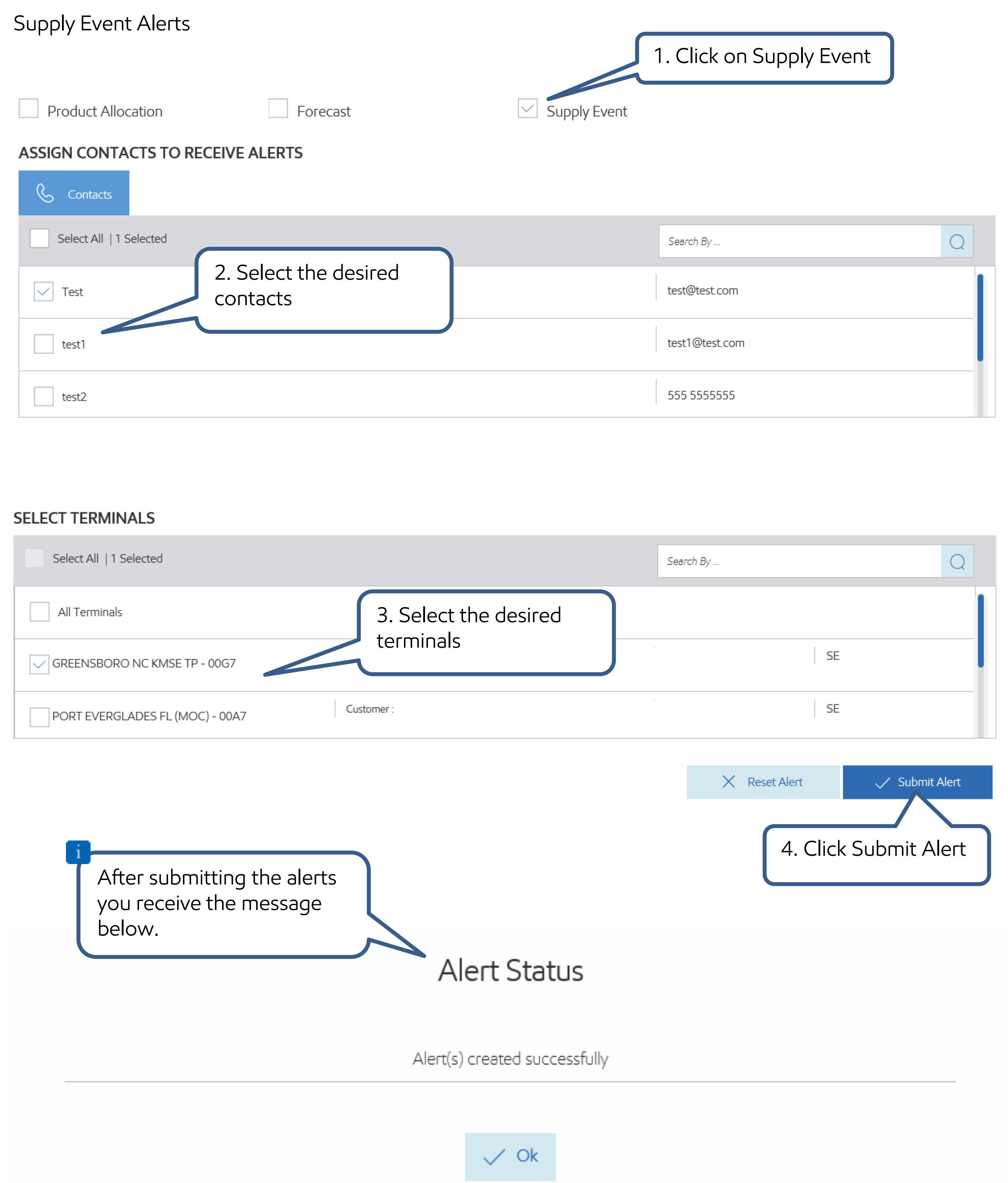
Forecast Alerts



ALERTS

Create Alerts

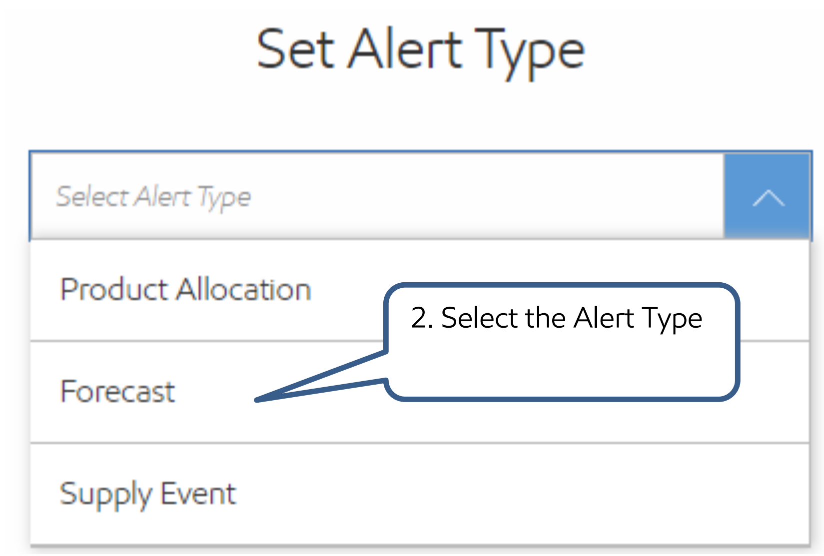
ExxonMobil

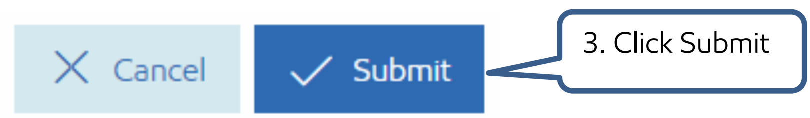


ALERTS

View Alerts

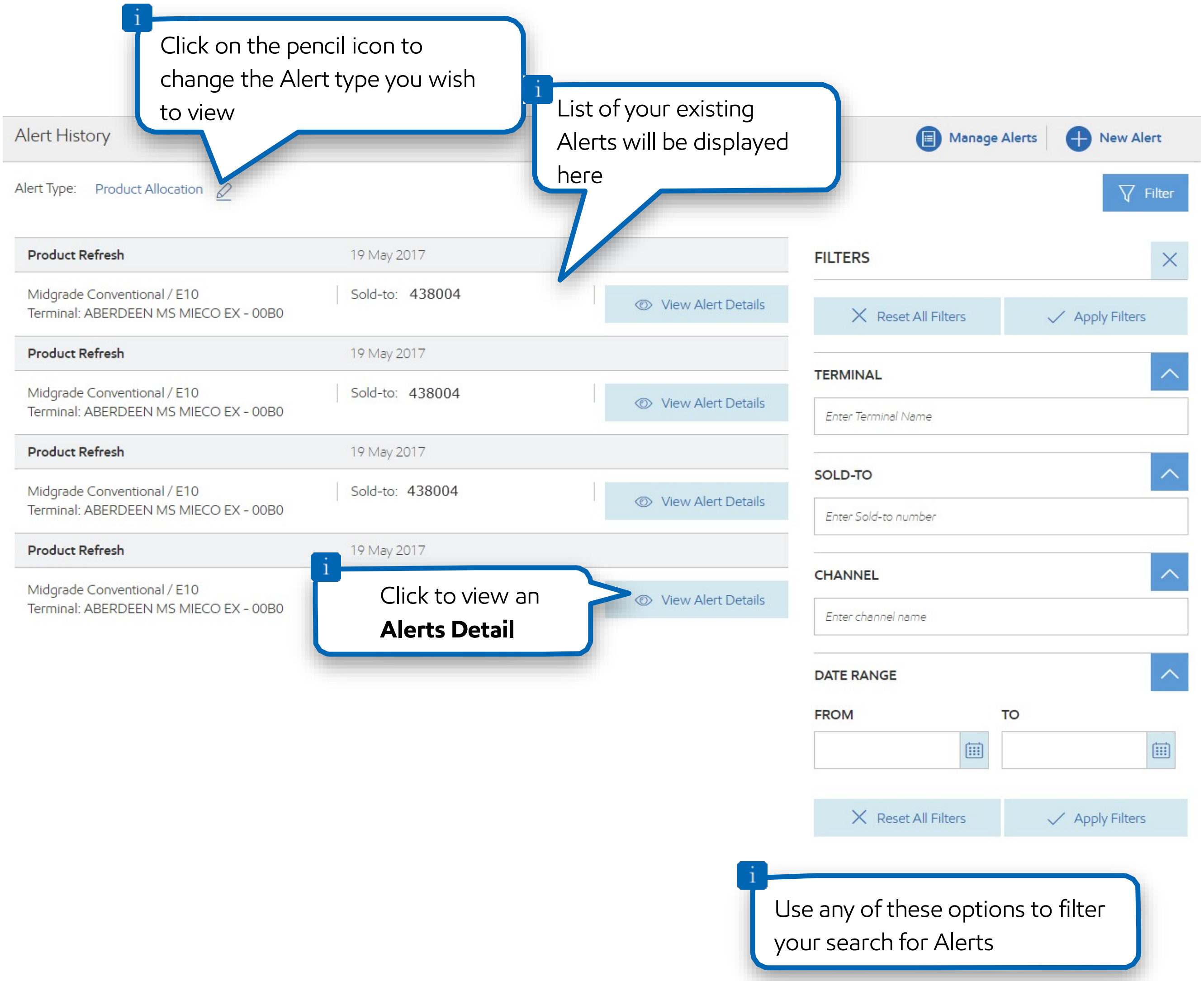
To **View Alerts**, click on View Alert History on the dashboard.





ALERTS

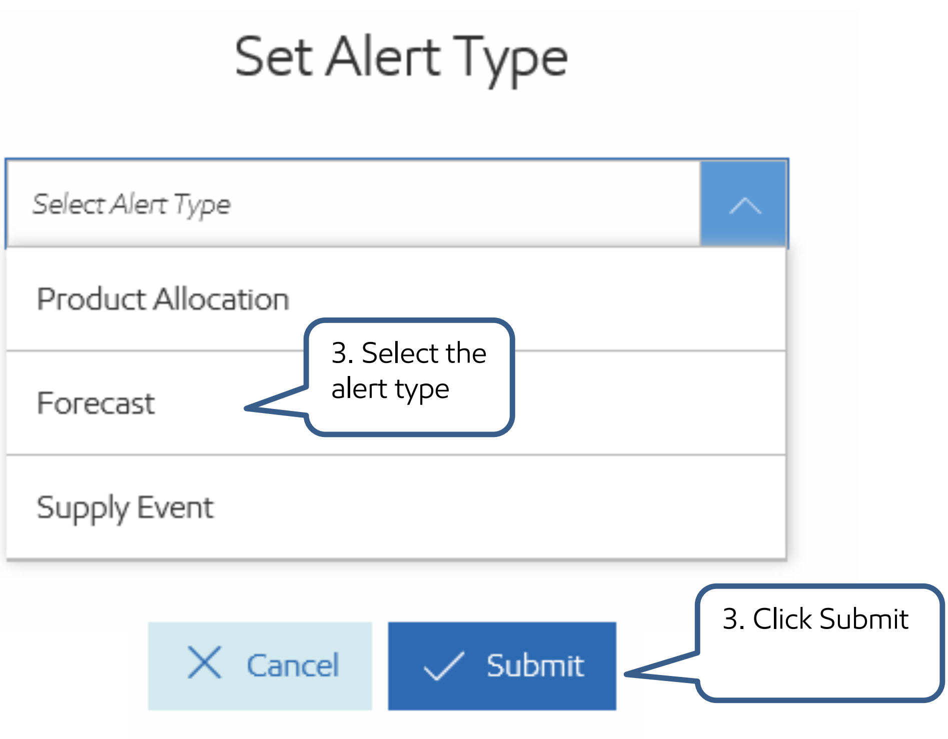
View Alerts



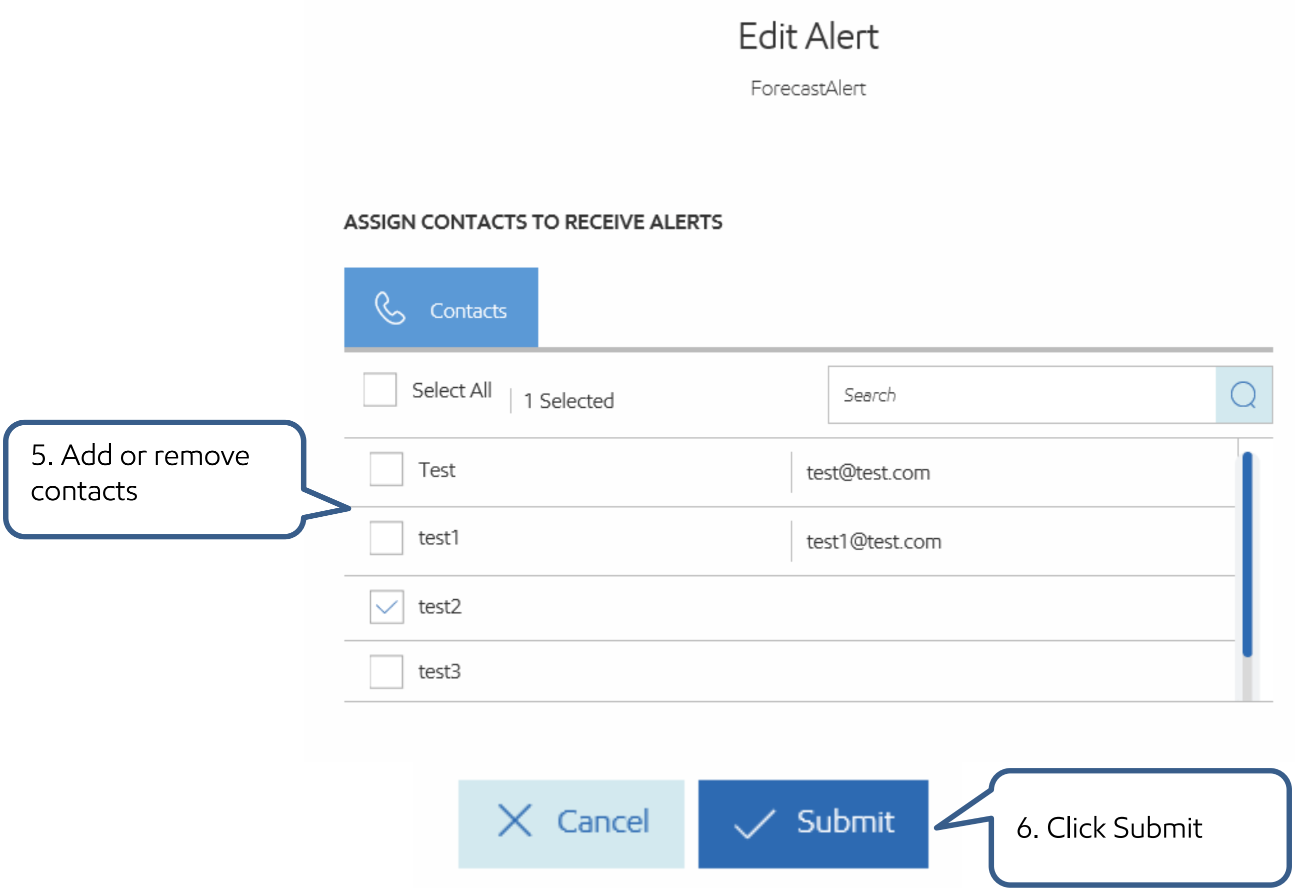
ALERTS

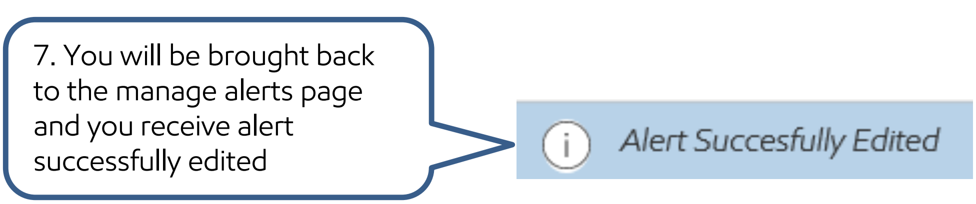
Manage Alerts

To **Manage Alerts**, click on Manage Alerts on the dashboard.



To **Edit Alerts** click on Edit.

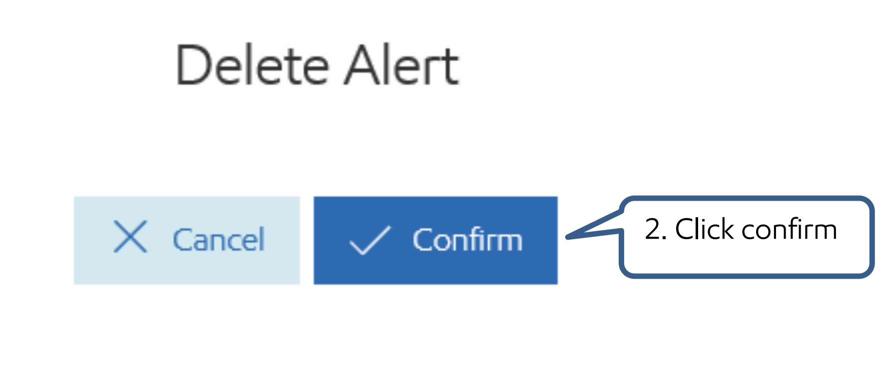




ALERTS

Manage Alerts

To **Delete Alerts** click on Edit.



If you have any questions or require assistance, please contact our ACE System Support Team.

Phone: 1-800-244-7584Email: systemsupport@exxonmobil.com