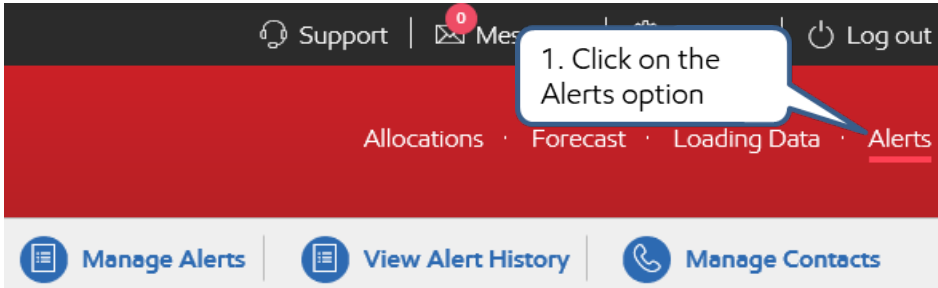


SMS Alert Management

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.

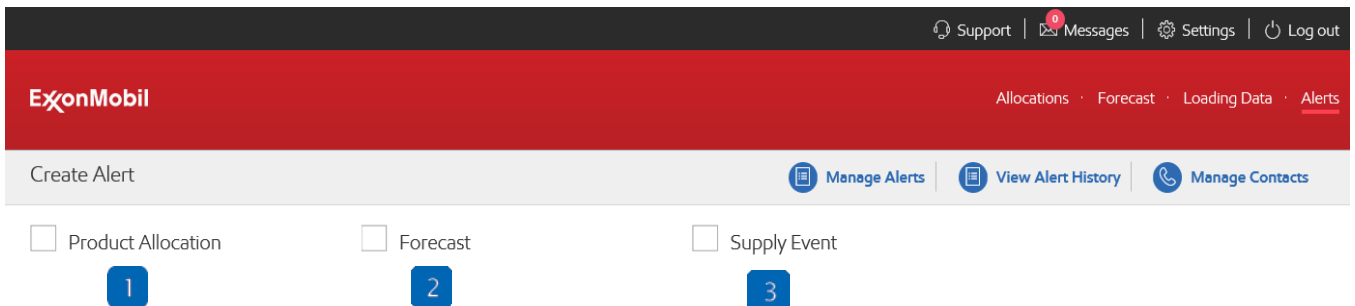


1. Product Allocation: Notifies you when allocations are nearing daily, weekly or monthly limits.

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.

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



Manage and Alter Contacts

Step One: Setup Contacts

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

1. Click on the manage Contacts option

Sort Contacts by Name, Email and Status

List of your existing Contacts

Export a list of Contacts to Excel

Edit or Delete existing Contacts

Search by Email, SMS Email and Phone Number

Create a New Contact

Support | Messages | Settings | Log out

Forecast · Loading Data · Alerts

Manage Alerts | View Alert History | Manage Contacts

Contacts

Contacts

Sort By

Export

Search...

EMAIL/SMS EMAIL/PHONE NUMBER	NAME	STATUS	
test@test.com	Test		Edit Delete
test1@test.com	test1		Edit Delete
5555555	test2	Active	Edit Delete
test@test.com	test3	Active	Edit Delete

Create Contacts

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

Contacts

+ 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
5555555	test2	Active	Edit Delete
test@test.com	test3	Active	Edit Delete

1. Click on the New Contact option

The contacts can also be setup by SMS email or by Phone Number

New Contact

Contact

NAME

TYPE*

Email

SMS Email

Phone Number

Active

LANGUAGE PREFERENCE

English North America

[Cancel](#) [Submit](#)

2. Enter the Name of the contact

3. Select the desired type

4. Enter Email

5. Mark as Active

6. Select language

7. Click Submit

New Contact

Contact Lis

NAME

TYPE*

Email

SMS Email

Phone Number

Active

LANGUAGE PREFERENCE

English North America

[Cancel](#) [Submit](#)

New Contact

Contact

NAME

TYPE*

Email

SMS Email

Phone Number

Active

LANGUAGE PREFERENCE

English North America

[Cancel](#) [Submit](#)

Create Contacts

Contacts + New Contact

successfully submitted X

8. You will receive a successfully submitted message.

Contacts

Sort By Export

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 + New Contact

10. To return to the alerts page click on the Alerts option

Contacts

Sort By Export

EMAIL/SMS EMAIL/PHONE NUMBER	NAME	STATUS	
test@test.com	Test	Active	Edit Delete
test1@test.com	test1	Active	Edit Delete

Create Alerts

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

- Product Allocation
- Forecast
- Supply Event

SET CONDITIONS FOR ALERT

1. Click on Product Allocation

Product Allocation

- Alert if Remaining Amount < %
- Alert when allocation is refreshed:
- Alert if % of allocation lifted in first days

2. Select the desired options and complete the data fields

The alert conditions can be setup individually or all at once

ASSIGN CONTACTS TO RECEIVE ALERTS

Contacts

<input type="checkbox"/> Select All	Search By ...
<input type="checkbox"/> Test	test@test.com
<input type="checkbox"/> test1	test1@test.com
<input type="checkbox"/> test2	555 5555555

3. Select the desired contacts

SELECT TERMINALS

<input type="checkbox"/> Select All 1 Selected	Search
<input checked="" type="checkbox"/> GREENSBORO NC KMSE TP - 00G7	Customer : SEI FUEL SERVICES INC. 411359 BW
<input type="checkbox"/> PORT EVERGLADES FL (MOC) - 00A7	Customer : SEI FUEL SERVICES INC. 411359 BW

4. Select the desired terminals

SELECT PRODUCTS

<input type="checkbox"/> Select All 1 Selected	Search
<input checked="" type="checkbox"/> Regular Conventional / E10	PG
<input type="checkbox"/> Premium Conventional / E10	
<input type="checkbox"/> ULSD	

5. Select the desired products

6. Click Submit Alert

Reset Alert

Submit Alert

Create Alerts

Forecast Alerts

Product Allocation Forecast Supply Event

1. Click on Forecast

SET CONDITIONS FOR ALERT

Forecast

- Alert when monthly forecast becomes available
- Alert when Sold-to forecast add/change
- Alert when forecast change request
- Alert when forecast is finalized

2. Select the desired options

1 The alert conditions can be setup individually or all at once

ASSIGN CONTACTS TO RECIPIENTS

3. Select the desired contacts

Contacts

Select All | 1 Selected Search By ...

<input checked="" type="checkbox"/> Test	test@test.com
<input type="checkbox"/> test1	test1@test.com
<input type="checkbox"/> test2	555 5555555

✕ Reset Alert

✓ Submit Alert

4. Click Submit Alert

Create Alerts

Supply Event Alerts

- Product Allocation Forecast Supply Event

1. Click on Supply Event

ASSIGN CONTACTS TO RECEIVE ALERTS

Contacts

Select All | 1 Selected Search By ...

<input checked="" type="checkbox"/> Test	test@test.com
<input type="checkbox"/> test1	test1@test.com
<input type="checkbox"/> test2	555 5555555

2. Select the desired contacts

SELECT TERMINALS

Select All | 1 Selected Search By ...

<input type="checkbox"/> All Terminals	
<input checked="" type="checkbox"/> GREENSBORO NC KMSE TP - 00G7	SE
<input type="checkbox"/> PORT EVERGLADES FL (MOC) - 00A7	Customer : SE

3. Select the desired terminals

-

4. Click Submit Alert

i After submitting the alerts you receive the message below.

Alert Status

Alert(s) created successfully

View Alerts

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



Set Alert Type

A dropdown menu titled 'Set Alert Type'. The dropdown is open, showing three options: 'Product Allocation', 'Forecast', and 'Supply Event'. The 'Forecast' option is highlighted. A blue callout box with a pointer to the 'Forecast' option contains the text '2. Select the Alert Type'.

Two action buttons: a light blue 'Cancel' button with an 'X' icon and a dark blue 'Submit' button with a checkmark icon. A blue callout box with a pointer to the 'Submit' button contains the text '3. Click Submit'.

View Alerts

Alert History

Alert Type: Product Allocation

[Manage Alerts](#) [New Alert](#) [Filter](#)

Product Refresh	19 May 2017	
Midgrade Conventional / E10 Terminal: ABERDEEN MS MIECO EX - 00B0	Sold-to: 438004	View Alert Details
Product Refresh	19 May 2017	
Midgrade Conventional / E10 Terminal: ABERDEEN MS MIECO EX - 00B0	Sold-to: 438004	View Alert Details
Product Refresh	19 May 2017	
Midgrade Conventional / E10 Terminal: ABERDEEN MS MIECO EX - 00B0	Sold-to: 438004	View Alert Details
Product Refresh	19 May 2017	
Midgrade Conventional / E10 Terminal: ABERDEEN MS MIECO EX - 00B0	Sold-to: 438004	View Alert Details

FILTERS [X](#)

[X](#) Reset All Filters [✓](#) Apply Filters

TERMINAL [^](#)

Enter Terminal Name

SOLD-TO [^](#)

Enter Sold-to number

CHANNEL [^](#)

Enter channel name

DATE RANGE [^](#)

FROM TO

[X](#) Reset All Filters [✓](#) Apply Filters

i Click on the pencil icon to change the Alert type you wish to view

i List of your existing Alerts will be displayed here

i Click to view an Alerts Detail

i Use any of these options to filter your search for Alerts

Manage Alerts

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

1. Click on Manage Alerts



Set Alert Type

Select Alert Type

- Product Allocation
- Forecast
- Supply Event

3. Select the alert type

Cancel Submit

3. Click Submit

Manage Alerts

To **Edit Alerts** click on Edit.

Alert Type: Forecast

<input type="checkbox"/> Select All	Delete
<input type="checkbox"/> ForecastAlert	Edit Delete

4. Click Edit

Edit Alert

ForecastAlert

ASSIGN CONTACTS TO RECEIVE ALERTS

Contacts	
<input type="checkbox"/> Select All 1 Selected	Search
<input type="checkbox"/> Test	test@test.com
<input type="checkbox"/> test1	test1@test.com
<input checked="" type="checkbox"/> test2	
<input type="checkbox"/> test3	

5. Add or remove contacts

Cancel Submit

6. Click Submit

7. You will be brought back to the manage alerts page and you receive alert successfully edited

Alert Successfully Edited

To **Delete Alerts** click on Edit.

Alert Type: Forecast

<input type="checkbox"/> Select All	Delete
<input type="checkbox"/> ForecastAlert	Edit Delete

1. Click Delete

Delete Alert

Cancel Confirm

2. Click confirm

Manage Alerts View Alert History New Alert

Alert Successfully Deleted

Alert Type: Forecast

7. You will be brought back to the manage alerts page and you receive alert successfully deleted

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

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