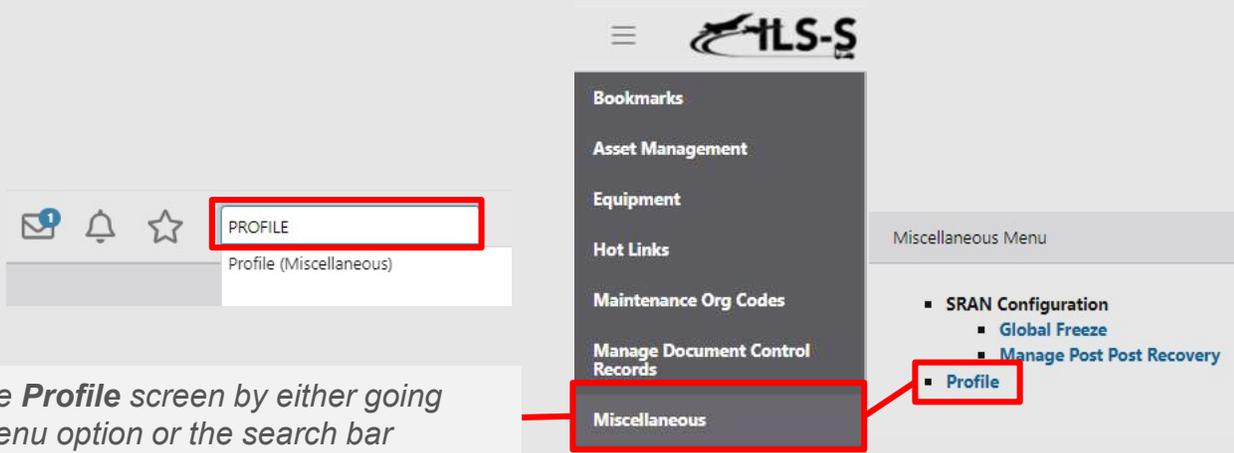


ILS-S Program Office is providing instructional guidance on how to: (1) set up the High Priority Pull Alerts, (2) establish a default setting on the Items not Pulled screen to match the alert capability, and (3) set up an automatic rule through email to prevent email congestion

ENABLE HIGH PRIORITY ALERT NOTIFICATIONS

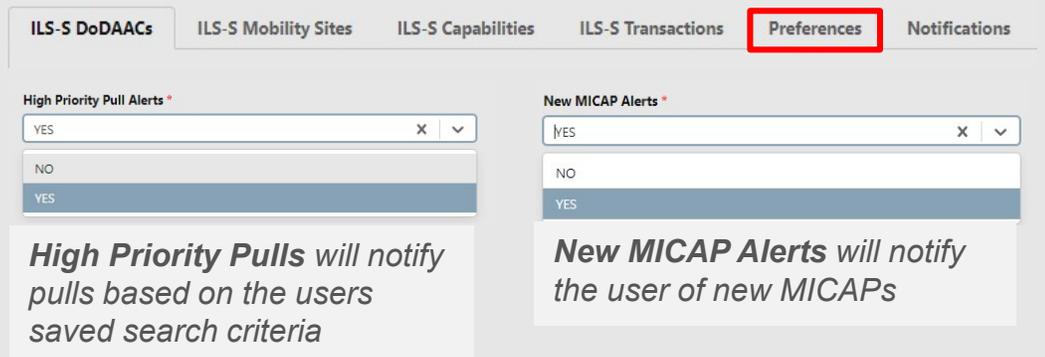
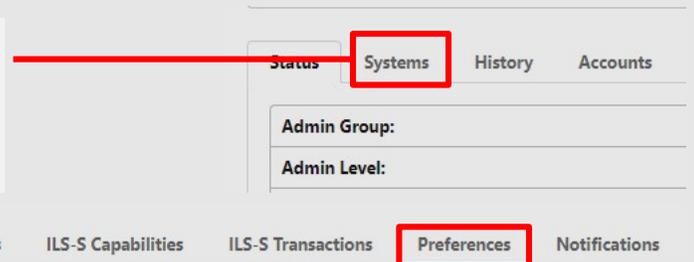
1

Navigate to the **Profile** screen by either going through the menu option or the search bar



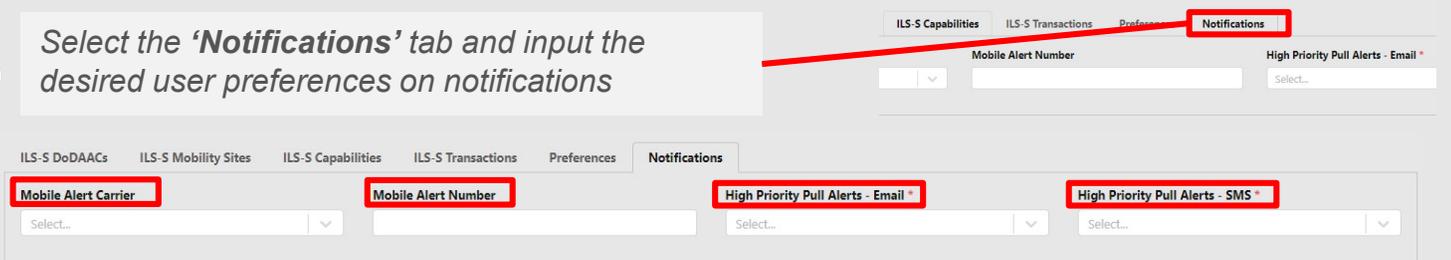
2

Scroll to the mid level of the page, click on “systems”, select “Preferences”, and enable the desired alert notifications. Notifications are based on the default selection of the specified report



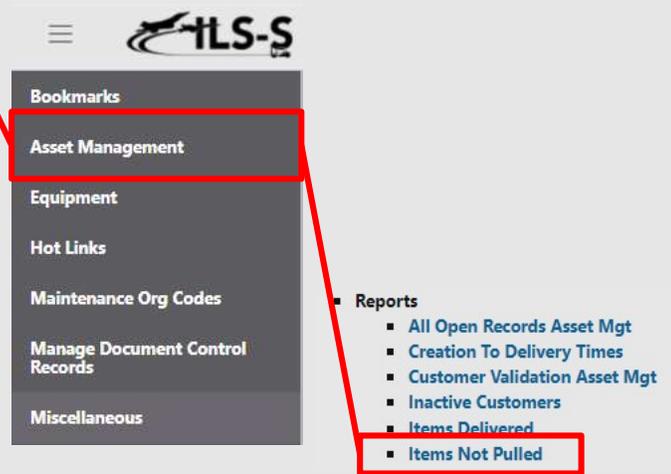
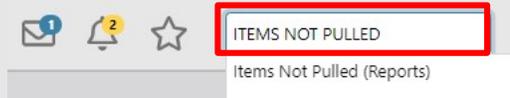
3

Select the ‘Notifications’ tab and input the desired user preferences on notifications



SETTING UP HIGH PRIORITY PULL DEFAULT SEARCH

4 Navigate to the **Items Not Pulled** report, by either going through the menu option or the search bar

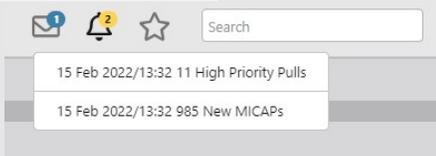


5 Establish selections on the report page as preferred by the user’s needs, click the **Save Search Criteria** and the **Default Search**, and click **Submit** at the bottom of the page

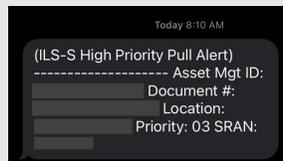


6 Once the search criteria is established and a transaction is processed, the system will send out a notification based on the selected user preferences

System Alert



SMS Alert



Email Alert



Questions or Feedback?

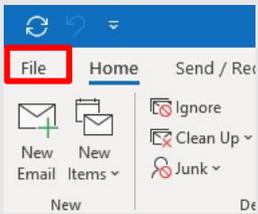
Contact the FAS Helpdesk Team 4, at DSN 596-5771, Commercial: 334-416-5771 (options 1, 4, 5) or emailing HIZGH.FAS.Team4@us.af.mil

Notifications can become overwhelming and mismanaged if not exercising a level of automation. For reoccurring system notifications, it is recommended to establish a rule within Microsoft Outlook to prevent email congestion and to maintain control over inbound messages

CREATING A RULE IN OUTLOOK

1

View the top left of the application, select **File, Manage Rules & Rules**, and click on **New Rule**



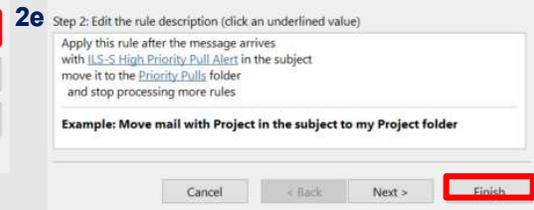
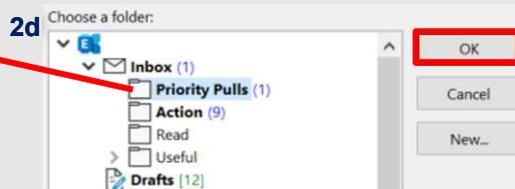
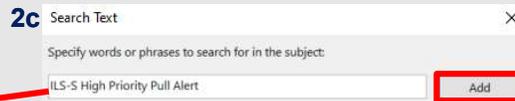
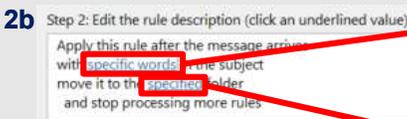
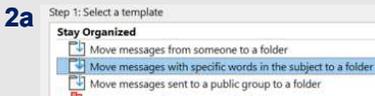
Rules and Alerts

Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.



2

This is just one option of many to accomplish the task. Select **'Move messages with specific words in the subject to a folder'** and follow the steps below



3

Once a notification is received, the message should move automatically as an unread message into the desired folder



Questions or Feedback?

Microsoft Outlook is a commercial application; guidance and support can be found through their customer support and training webpage <https://support.microsoft.com/en-us/>