



Help Desk Notes



Sending Attachments from Document Center

You probably already know that Alert does waaay more than track your inventory. We have a plethora of ways for you to use the system to help you achieve your marketing goals, and over the next few weeks we're going to make sure you have all the information you need to bring your business to the next level.

This week's focus is a fun feature you've probably seen a million times but never thought much about: sending attachments in Document Center. You can send information to your customers along with their documents encouraging them to do business with you again. Some ideas are coupons, announcements about your Customer Appreciation Day (lookin' at you, Bill's!), change of address forms, and flyers announcing new additions to your inventory.

Once your magnificent piece of marketing material is ready to send, simply save it where indicated, select it, and you're ready to go!

- 1) From the queue in Document Center, press "Go" as usual.
- 2) The next screen asks if you have an attachment to send with your transmission, and where to save the attachment.
- 3)Simply select which document you'd like to send and voila! Magical marketing with resources already at your disposal!

As usual, let us know at support@alertms.com if you have a question!

