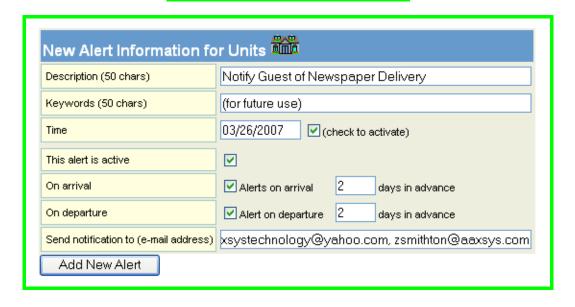


Aaxsys Technology Workin' It – A Members' Guide

ALERTS

New Alert entry page



Feature:

Alerts are Available in Aaxsys for either **Guests** or **Units**. An "Alert" will automatically send a description of the event you need a reminder of to your e-mail.

- 1. They notify up to 255 characters in e-mail addresses (@ 3 e-mails) on any necessary 'event'.
- 2. The server 'automatically' sends these e-mails every night at 1:00 am PST
- 3. e-mail notifications will continue for 3 days or until the 'Alert' is 'deactivated'.
- 4. Set the alert for 3 days in advance on General Alerts for continual updated notification.
- 5. Add an 'infinite Number of Alerts to Any Guest or Unit
- 6. Alerts are "Deactivated through Your "Alerts Journal" Under the "ADMINISTRATION" Main Menu

Workin' It - examples:

- 1. Alerts on Units:
 - a. Wednesday March 28, New Refrigerator delivered 1:00 pm. Accurate Appliance
 - b. Saturday April 14, Tour unit at 10:00 am Executive Relocation Officer
- 2. Alerts on Guests:
 - a. Monday, April 23rd Tour 'guest' to 3 Avalon Bay 1 bedroom apartments.
 - b. Firday, May 4th, "Thank you for choosing xxxx Corporate Housing.....(note for Guest's stay).

Benefits:

- 1. No important 'event' will ever again Go Unnoticed.
- 2. Market to clients 'automatically' by setting days in advance & automatic e-mails
- 3. Remind staff of important functions; appointments; or activities
- 4. ALL alerts can be easily copied to any other Guest or Unit for System Alerts to Everyone

Pathways to Alerts in Aaxsys

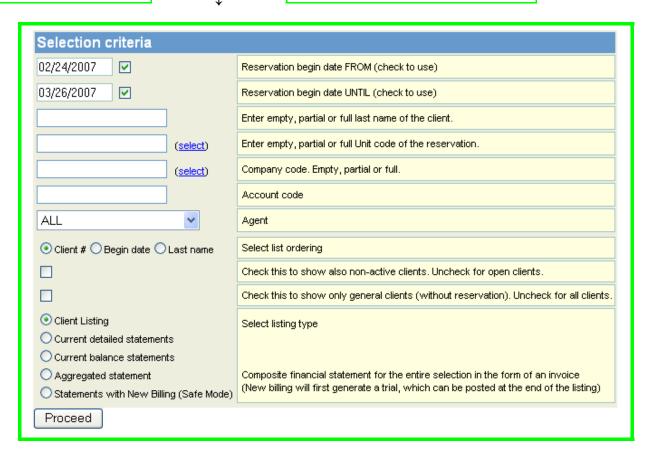
1. Click on Main Menu

↓ 2. Click on Client Listing

Clients

View and Edit Client
Information

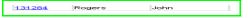
Client selection page



5. Click on 'Proceed' \rightarrow



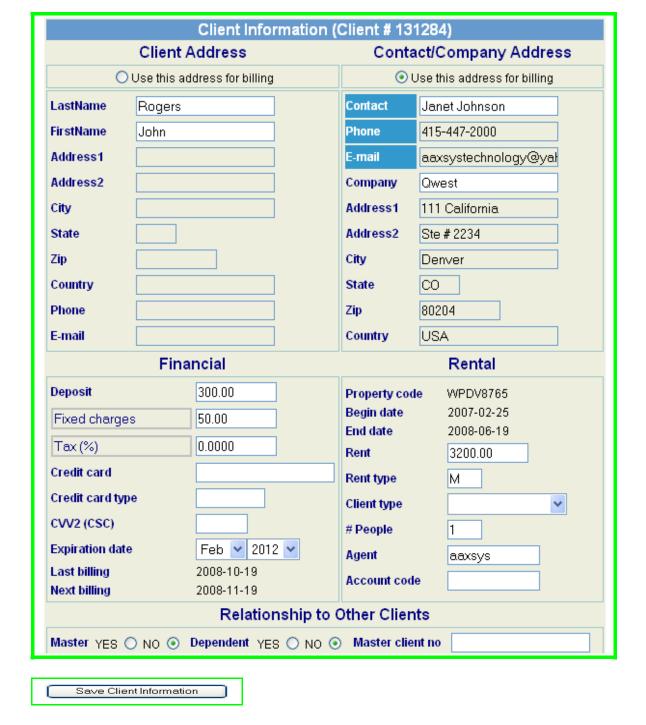
5. Click on The 'Number' to Locate "Alerts" in the 'Client Form'!



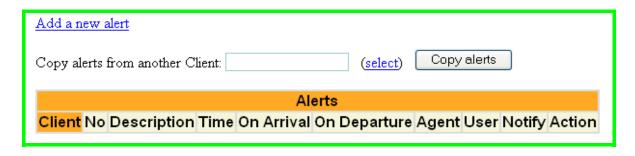
Client or Guest Information Form



6. Click on "Alerts" → →

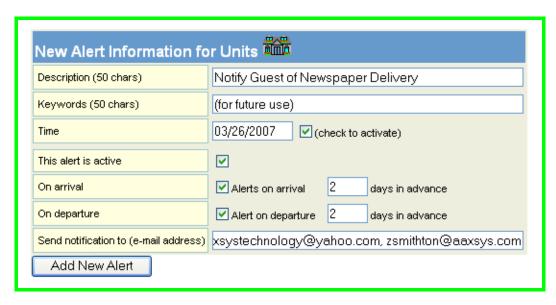


ADD an ALERT Page Pops Up



7. Click on 'Add a new alert' → to bring up the Alert Entry Page

New Alert entry page



Go Ahead, Add important notices to any guest or Unit for:

- 1. Yourself
- 2. Your Staff
- 3. Marketing
- 4. Maintenance
- 5. Cleaning
- 6. Set ups & Tear Downs.

And......Coming Soon - Alerts will be added to the Contact forms Journal for 'Automatic' marketing on a continual basis to ALL leads generated. A text box will be added with HTML for "instant" promotions calculated in advance for ALL guests & Prospective Guests.

Your marketing e-mail blasts are Instantly programmed for the entire year with Aaxsys Technology!!!