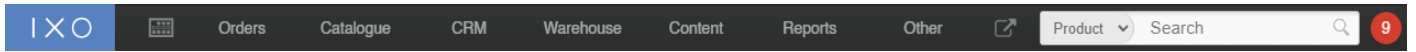


# Alerts

The Alerts are a list of actions that you need to take today. These will slide out automatically on login, or can be accessed via the red roundel in the top right hand corner of the screen.



They display like this, and will often have links to encourage action:

## Alerts



### Company message



Amend me in the site settings under the messages!

30th September 2024

### Awaiting Action



You have orders awaiting action... [VIEW](#)

30th September 2024

### Return Requests



You have return requests awaiting approval... [VIEW](#)

30th September 2024

### Orders



You have outstanding pending payments... [VIEW](#)

30th September 2024

### Overdue Orders



You have overdue purchase orders... [VIEW](#)

30th September 2024

### Follow Up



You have outstanding tasks to follow up... [VIEW](#)

30th September 2024

### Open Purchase Order



An open purchase order needs submitting... [VIEW](#)

30th September 2024

### Reviews



You have customer reviews awaiting action... [VIEW](#)

30th September 2024

### News



You haven't posted a news article for a while.... [VIEW](#)

24th September 2024

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Revision #3

Created 30 September 2024 12:13:32 by Mike

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