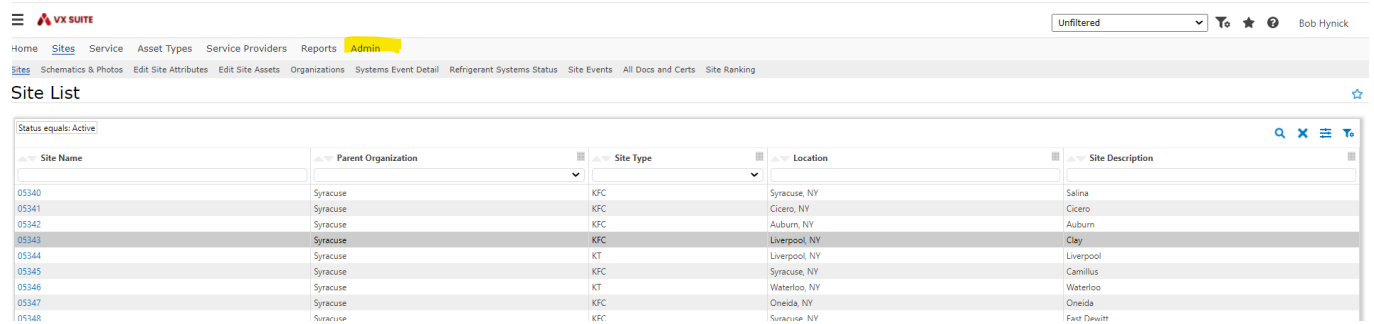


Vx Maintain – Notification Setup

Step 1:

In Workspace (Not Available in Mobile Dashboard), select Admin from the top tool bar.

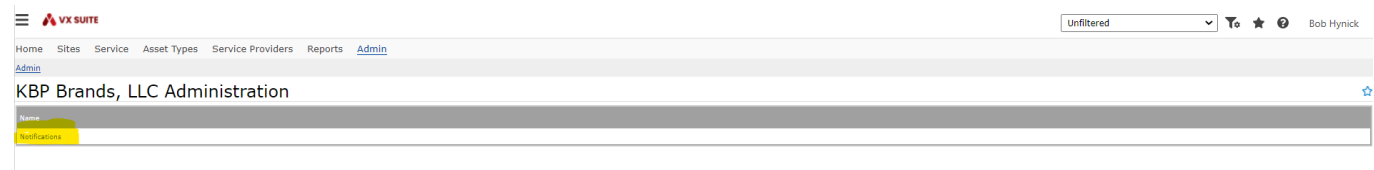


The screenshot shows the Vx Suite Admin interface. The top navigation bar includes 'Home', 'Sites', 'Service', 'Asset Types', 'Service Providers', 'Reports', and 'Admin' (highlighted in yellow). Below the navigation bar, there is a 'Site List' section with a table of active sites. The table has columns for Site Name, Parent Organization, Site Type, Location, and Site Description.

Site Name	Parent Organization	Site Type	Location	Site Description
05340	Syracuse	KFC	Syracuse, NY	Salina
05341	Syracuse	KFC	Cicero, NY	Cicero
05342	Syracuse	KFC	Auburn, NY	Auburn
05343	Syracuse	KFC	Liverpool, NY	Clay
05344	Syracuse	KT	Liverpool, NY	Liverpool
05345	Syracuse	KFC	Syracuse, NY	Camillus
05346	Syracuse	KT	Waterloo, NY	Waterloo
05347	Syracuse	KFC	Oneida, NY	Oneida
05348	Syracuse	KFC	Syracuse, NY	Fair Haven

Step 2:

Select [Notifications]



The screenshot shows the Vx Suite Admin interface. The top navigation bar includes 'Home', 'Sites', 'Service', 'Asset Types', 'Service Providers', 'Reports', and 'Admin' (highlighted in yellow). Below the navigation bar, there is a 'KBP Brands, LLC Administration' section. The 'Notifications' tab is highlighted in yellow.

Step 3:

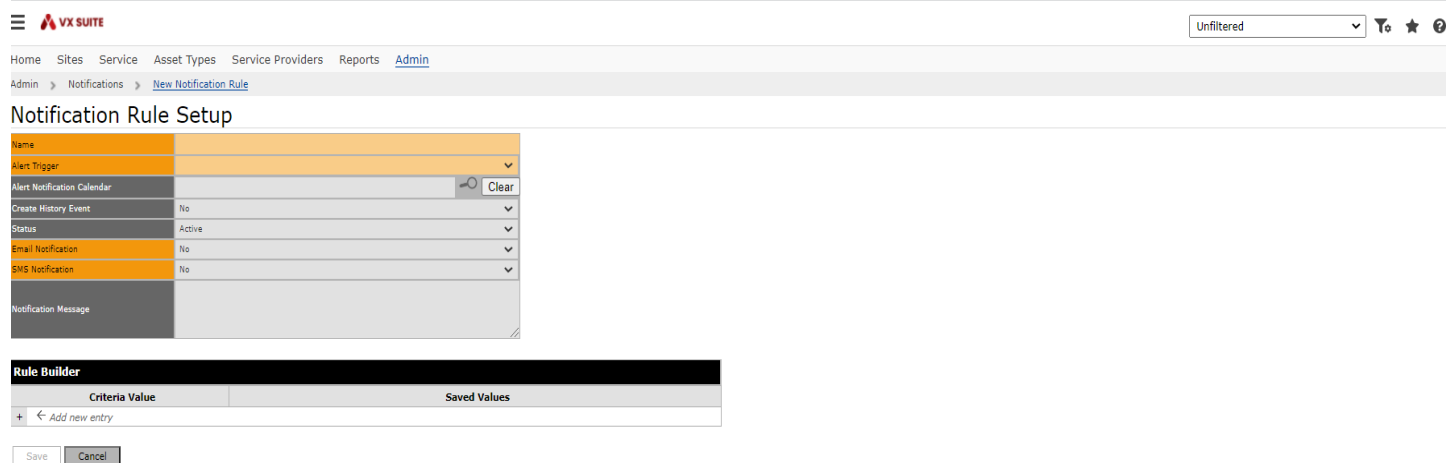
Select the button [New]



The screenshot shows the Vx Suite Admin interface. The top navigation bar includes 'Home', 'Sites', 'Service', 'Asset Types', 'Service Providers', 'Reports', and 'Admin' (highlighted in yellow). Below the navigation bar, there is a 'KBP Brands, LLC Notifications' section. The 'New' button is highlighted in yellow.

Step 4:

Type in a Name for the Notification (this is what you want to call it)



Notification Rule Setup

Name	
Alert Trigger	▼
Alert Notification Calendar	<input type="text"/> Clear
Create History Event	No
Status	Active
Email Notification	No
SMS Notification	No
Notification Message	

Rule Builder

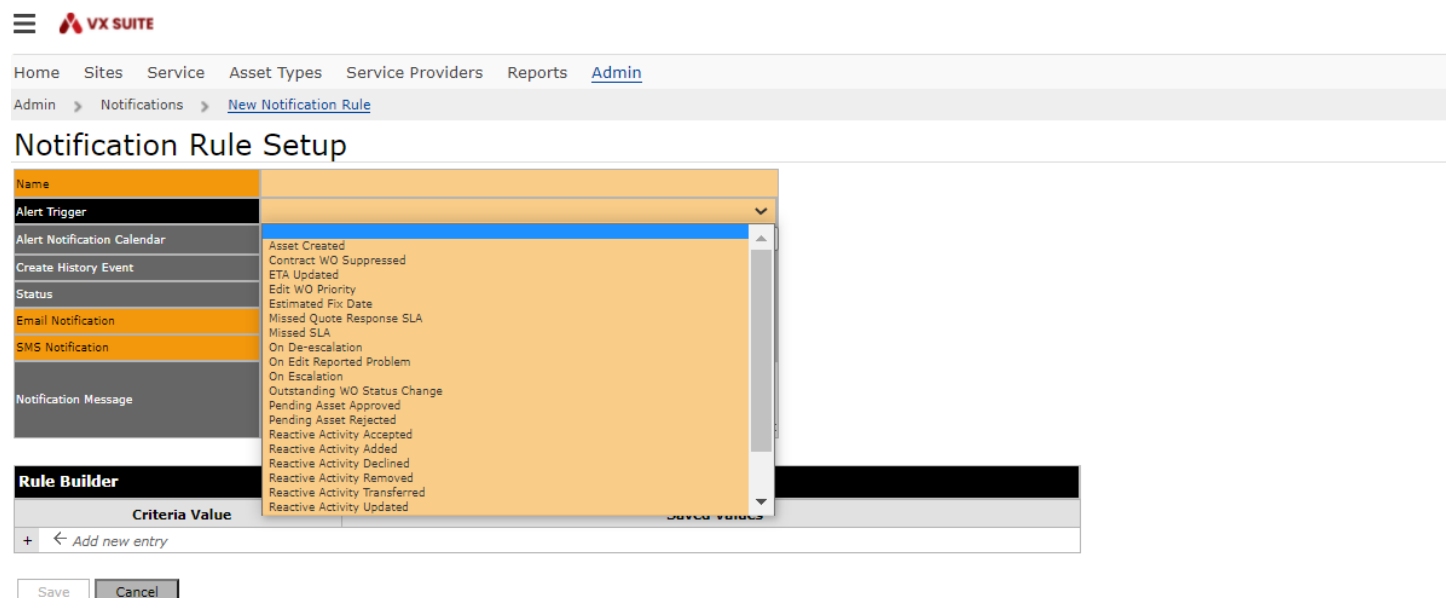
Criteria Value	Saved Values
+ Add new entry	

Save Cancel

Step 5:

Select an item from the drop-down menu [Alert Trigger]. When one of these actions occurs, the notification will be sent. Example, Work Order Dispatched. When a work order is dispatched, it will send the alert.

****NOTE:** If select an item that has an additional selections, follow the prompts and select as desired.



Notification Rule Setup

Name	
Alert Trigger	▼
Alert Notification Calendar	
Create History Event	
Status	
Email Notification	
SMS Notification	
Notification Message	

Rule Builder

Criteria Value	Saved Values
+ Add new entry	

Save Cancel

Vx Maintain – Notification Setup

Step 6:

Select YES if want the alert to be added to the history of the work order. Status = Active. Email Notification = yes;

Can also select SMS Notification to receive text messages, select Yes and follow the prompts.



Home Sites Service Asset Types Service Providers Reports [Admin](#)

Admin > Notifications > [New Notification Rule](#)

Notification Rule Setup

Name	
Alert Trigger	
Alert Notification Calendar	<input type="text"/> <input type="button" value="Clear"/>
Create History Event	No
Status	Active
Email Notification	Yes
Select Email Recipients	<input type="checkbox"/> Provider <input type="checkbox"/> Maintenance Manager <input type="checkbox"/> Site <input type="checkbox"/> Senior Maintenance Manager <input type="checkbox"/> WO Creator <input type="checkbox"/> Site Distribution List <input type="checkbox"/> Specify Recipient <input type="checkbox"/> Work Order Watchers <input type="checkbox"/> Asset Modifier
SMS Notification	No
Notification Message	

Rule Builder

Criteria Value	Saved Values
+ < Add new entry	

Select an email recipient from the list, or individual email address (Specify Recipient, follow the below steps shown on screen shot).

1. Hit "+" sign next to "Add New Recipient"
2. Select "Client" from Organizations
3. Type in your name in open box and hit "Search"
4. Select box on right that is on your name line.
5. Hit Save button

Vx Maintain – Notification Setup

The screenshot shows the 'Notification Rule Setup' page with an 'Add New Recipient' dialog box open. The dialog box contains a table of recipients with columns for Organization, Name, Role, and E-mail. The first row is selected, and the 'Save' button is highlighted.

Organization	Name	Role	E-mail		
<input checked="" type="checkbox"/>	KBP Brands, LLC HQ	Brad Shaw	Sr. Director of Facilities	KBP Senior Facilities Manager/Director	bshaw@kbpbrands.com
<input type="checkbox"/>	05197	Bradley Bruner	KBP Managing Partner (MP)	KBP Managing Partner (MP)	197@kbpstores.com
<input type="checkbox"/>	05487	Bradley Phillips	KBP Managing Partner (MP)	KBP Managing Partner (MP)	687@kbpstores.com

Step 7:

7A: In the Rule Builder box, select the [+] sign to open the line and select an item from the drop-down list.

Example: Alert is set to Work Order Dispatched; select "Site"



Vx Maintain – Notification Setup

Notification Rule Setup

Name			
Alert Trigger	Asset Created		
Alert Notification Calendar	Clear		
Status	Active		
Email Notification	Yes		
Select Email Recipients	<input type="checkbox"/> Provider <input type="checkbox"/> Maintenance Manager <input type="checkbox"/> Site <input type="checkbox"/> Senior Maintenance Manager <input type="checkbox"/> WO Creator <input type="checkbox"/> Site Distribution List <input checked="" type="checkbox"/> Specify Recipient <input type="checkbox"/> Work Order Watchers <input type="checkbox"/> Asset Modifier		
	Organization	Name	E-mail
-	Client	Brad Shaw	bshaw@kpbbrands.com
+ <	Add New Recipient		
Email Distribution List			
SMS Notification	No		
Notification Message			


Rule Builder	
Criteria Value	Saved Values
-	
+ Asset Category Asset Condition Asset Type Client Organization Site Site Attribute Site Type	

7B: Select edit, then check the desired criteria values you want to apply to the rule. Then hit the “Save” button at the bottom of the select items list, to add.

Example: Any time a work order is dispatched to the selected site, an alert will be sent.

Rule Builder	
Criteria Value	Saved Values
- Site	Edit
+ <	Add new entry

Save Cancel



Vx Maintain – Notification Setup

Notification Rule Setup

Name

Alert Trigger: Asset Created

Alert Notification Calendar: [Clear]

Status: Active

Email Notification: Yes

Select Email Recipients:

- Provider
- Site
- WO Creator
- Specify Recipient
- Asset Modifier
- Maintenance Manager
- Senior Maintenance Manager
- Site Distribution List
- Work Order Watchers

Organization	Name	E-mail
- Client	Brad Shaw	bshaw@kpbbrands.com
+ Add New Recipient		

Email Distribution List

SMS Notification: No

Notification Message

Rule Builder

Criteria Value	Saved Values
- Site	
+ Add new entry	

Save Cancel

Select Sites

Site Name	Site Description	Site Type	Organization	
<input type="checkbox"/>	04580	Colorado Training Center	Other	Colorado Springs
<input type="checkbox"/>	05001	Rock Island	KFC	Quads
<input type="checkbox"/>	05002	Elmore	KFC	Quads
<input type="checkbox"/>	05003	Locust	KFC	Quads
<input type="checkbox"/>	05004	Milan	KFC	Quads
<input type="checkbox"/>	05005	Kimberly	KFC	Quads
<input type="checkbox"/>	05006	East Moline	KFC	Quads
<input checked="" type="checkbox"/>	05008	Prospect	KT	Kansas City
<input checked="" type="checkbox"/>	05009	Highway 7	KFC	Kansas City
<input checked="" type="checkbox"/>	05010	Troost	KFC	Kansas City
<input checked="" type="checkbox"/>	05011	Raytown	KFC	Kansas City
<input checked="" type="checkbox"/>	05012	Noland	KT	Kansas City
<input checked="" type="checkbox"/>	05013	Shawnee	KT	Kansas City
<input checked="" type="checkbox"/>	05014	Woods Chapel	KT	Kansas City
<input checked="" type="checkbox"/>	05015	Quivira	KB	Kansas City
<input checked="" type="checkbox"/>	05016	Kansas City	KFC	Kansas City
<input checked="" type="checkbox"/>	05017	7th Street	KT	Kansas City
<input checked="" type="checkbox"/>	05018	63rd	KFC	Kansas City
<input checked="" type="checkbox"/>	05020	119th	KFC	Kansas City
<input checked="" type="checkbox"/>	05021	75th & State	KFC	Kansas City
<input checked="" type="checkbox"/>	05022	Independence	KFC	Kansas City
<input checked="" type="checkbox"/>	05023	Bonner Springs	KT	Kansas City
<input type="checkbox"/>	05025	Maple	KFC	Omaha
<input type="checkbox"/>	05026	L Street	KB	Omaha
<input type="checkbox"/>	05028	Millard	KFC	Omaha
<input type="checkbox"/>	05029	Potter	KL	Omaha
<input type="checkbox"/>	05030	La Vista	KB	Omaha
<input type="checkbox"/>	05033	Mall	KB	Omaha
<input type="checkbox"/>	05034	132nd & Maple	KL	Omaha
<input type="checkbox"/>	05035	Broadway, IA	KFC	Omaha

Check the desired options from everything you selected, and if it's correct, hit "Save".



Vx Maintain – Notification Setup

Notification Rule Setup

Name	New WO's		
Alert Trigger	Asset Created		
Alert Notification Calendar	<input type="text"/> <input type="button" value="Clear"/>		
Status	Active		
Email Notification	Yes		
Select Email Recipients	<input type="checkbox"/> Provider	<input type="checkbox"/> Maintenance Manager	
	<input type="checkbox"/> Site	<input type="checkbox"/> Senior Maintenance Manager	
	<input type="checkbox"/> WO Creator	<input type="checkbox"/> Site Distribution List	
	<input checked="" type="checkbox"/> Specify Recipient	<input type="checkbox"/> Work Order Watchers	
	<input type="checkbox"/> Asset Modifier		
	Organization	Name	E-mail
-	Client	Brad Shaw	bshaw@kpbbrands.com
+ <	Add New Recipient		
Email Distribution List	<input type="text"/>		
SMS Notification	No		
Notification Message	<input type="text"/>		

Criteria Value		Saved Values	
-	Site	05008, 05009, 05010, 05011, 05012, 05013, 05014, 05015, 05016, 05017, 05018, 05020, 05021,	<input type="button" value="Edit"/>
+ <	Add new entry		



** Please look at the current notifications, to see if the rule you would like is already existing. If so, add your email address to the distribution list as shown in Step 6.