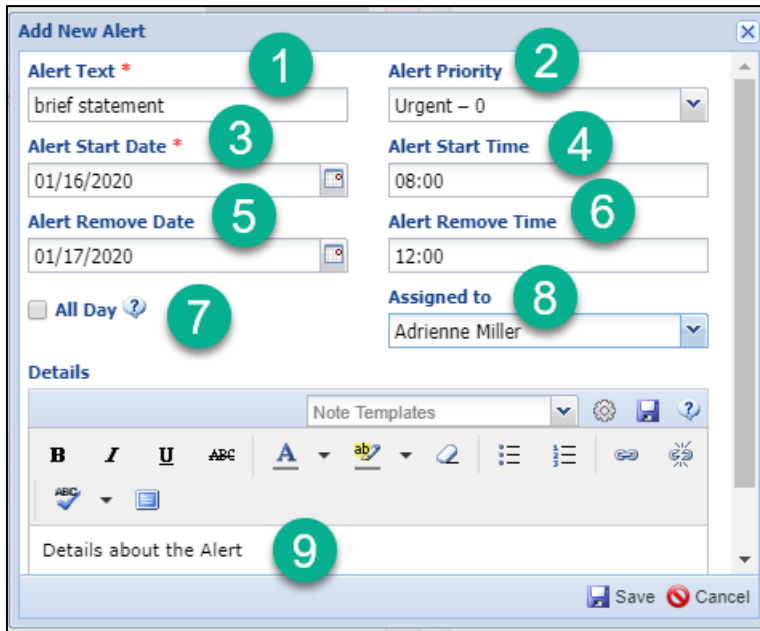


Animals-Adding alerts

Adding alerts to a specimen record

[Contact SPECIES360 Support](#)

Alerts let you record Calendar Tasks for your animals. From the Details tab, open the Alerts grid and select Actions > Add New.



1. Record a brief statement about the Alert as this will display in the Calendar
2. Choose the Priority from Urgent to Low
3. Record the Start Date for the Alert
4. If it is not an all-day Alert you can record the Start Time
5. If the Alert will be active for several days, record the last date that you want it to display
6. If the Alert is not an all-day Alert you can record the Remove Time
7. Check this box if the Alert is for the entire day

It is the mission of Species360 to facilitate international collaboration in the collection and sharing of information on animals and their environments for zoos, aquariums and related organizations.

- 8. Recording the Assigned To can help Users filter what they see in the Calendar
- 9. Use this section to record additional Details on the Alert

The Alert will display in the grid. Hover over the notebook icon to read the Details.

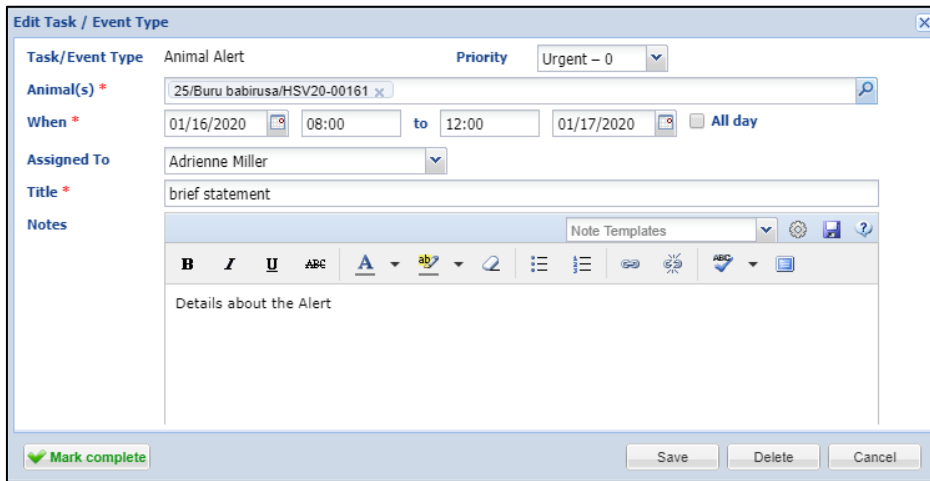
Alerts				
Start Date	Remove Date	Alert Text	Alert Priority	
01/16/2020	01/17/2020	brief statement	Urgent - 0	

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In the Calendar, the Alert will display.

1:46pm	15	16	17	
	08:00 brief statement Alert for Animal: 25 / Bur			
21	22	23	24	

Left click on the entry to edit or delete the Alert, or to mark it as Complete.



For more information on My Calendar see [My Calendar](#).

Revised 6 March 2020