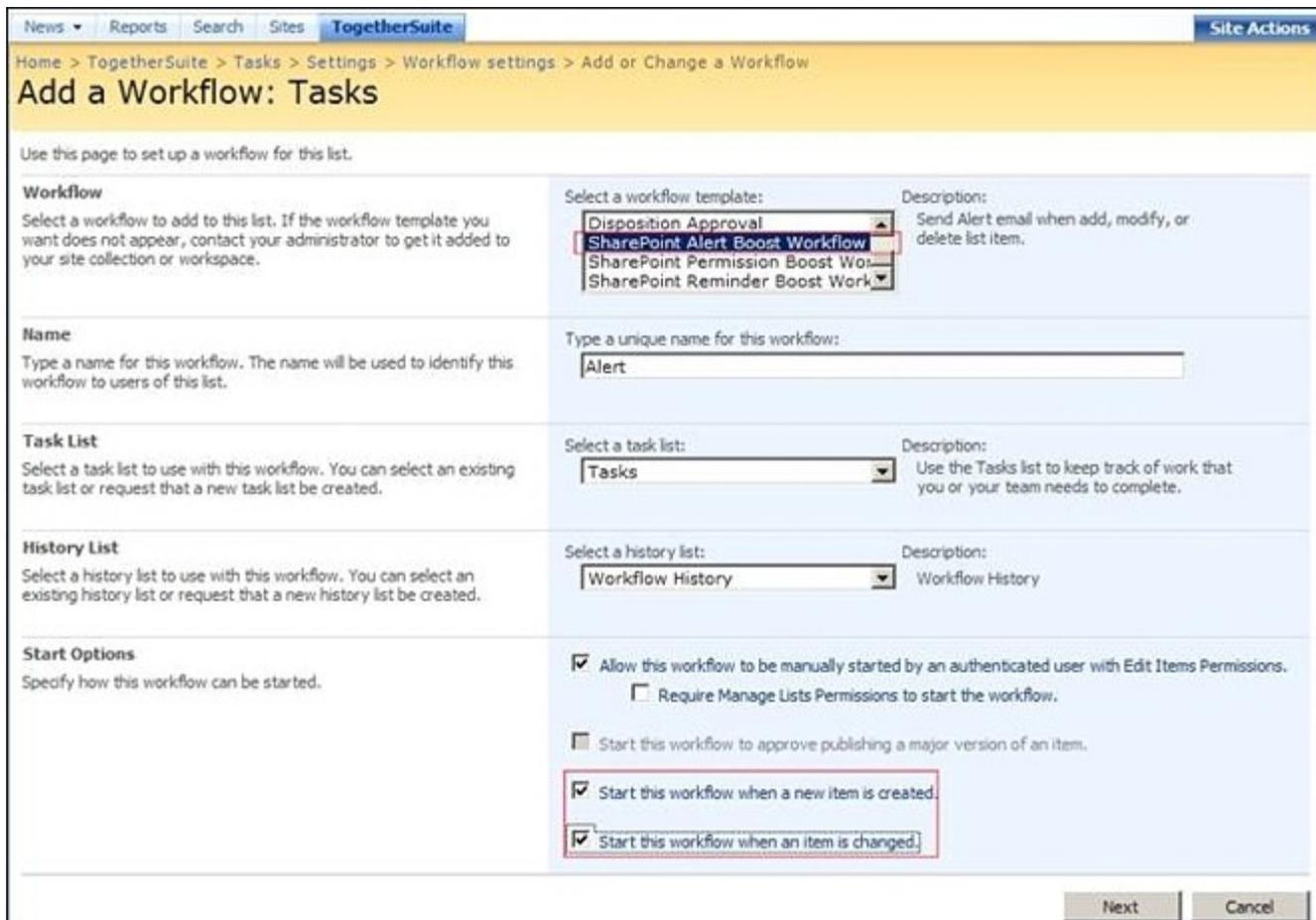SharePoint alerts(SharePoint alert emails) can be easily subscribed for in using SharePoint Alert Reminder Boost. The following sample will show you how to use this workflow.

1. Create a SharePoint Group named "Task Owner" and add some users.

2. Enter workflow setting page, and you can find SharePoint Alert Boost Workflow in workflow template list. Type workflow name and select a task list, history list for it. In order to start this workflow automatically, you must be sure that both "Start this workflow when a new item is created" and "Start this workflow when an item is changed" are selected.

3. In the main setting page of SharePoint Alert workflow, click "Add Alert Part" to add a new part.
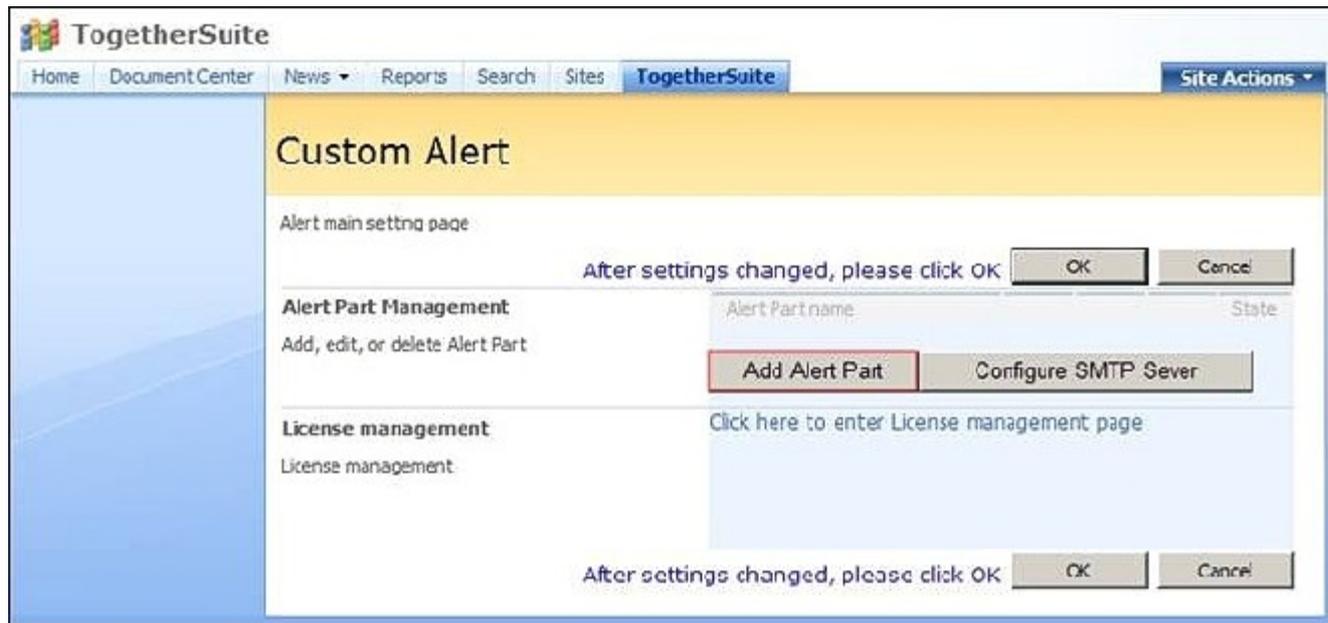
4. Configure Alert Part

- Type a name for this alert part .
- Select "All Changes", which means that the user will receive related SharePoint alerts (alert emails) whenever a task item is added, modified, or deleted.
- Type alert condition expression in Alert Condition textbox when you need to customize sending condition.

In Subject of Email, enter [Title]-[Status], and select "Mark workflow name at subject" and "Mark Alert type at subject".

In Alert Content, select Include item information in Alert email. The alert email will contain all the field value of the item.

Type "Task Owner" into "Send to" textbox, and select "Assigned to". The alert email will send to users in Task Owner group

and in field value of the item which triggers the workflow.

5. Click"OK" back to Alert main page, then click "OK" button to save the SharePoint Alert Boost workflow configuration.

6. Go back to the task list, which has been set with SharePoint Alert Boost workflow. When you add a task item, the "Task Owner" group will receive alert email for the new item.

Tasks: New Item

⚠ The content of this item will be sent as an e-mail message to the person or group assigned to the item.
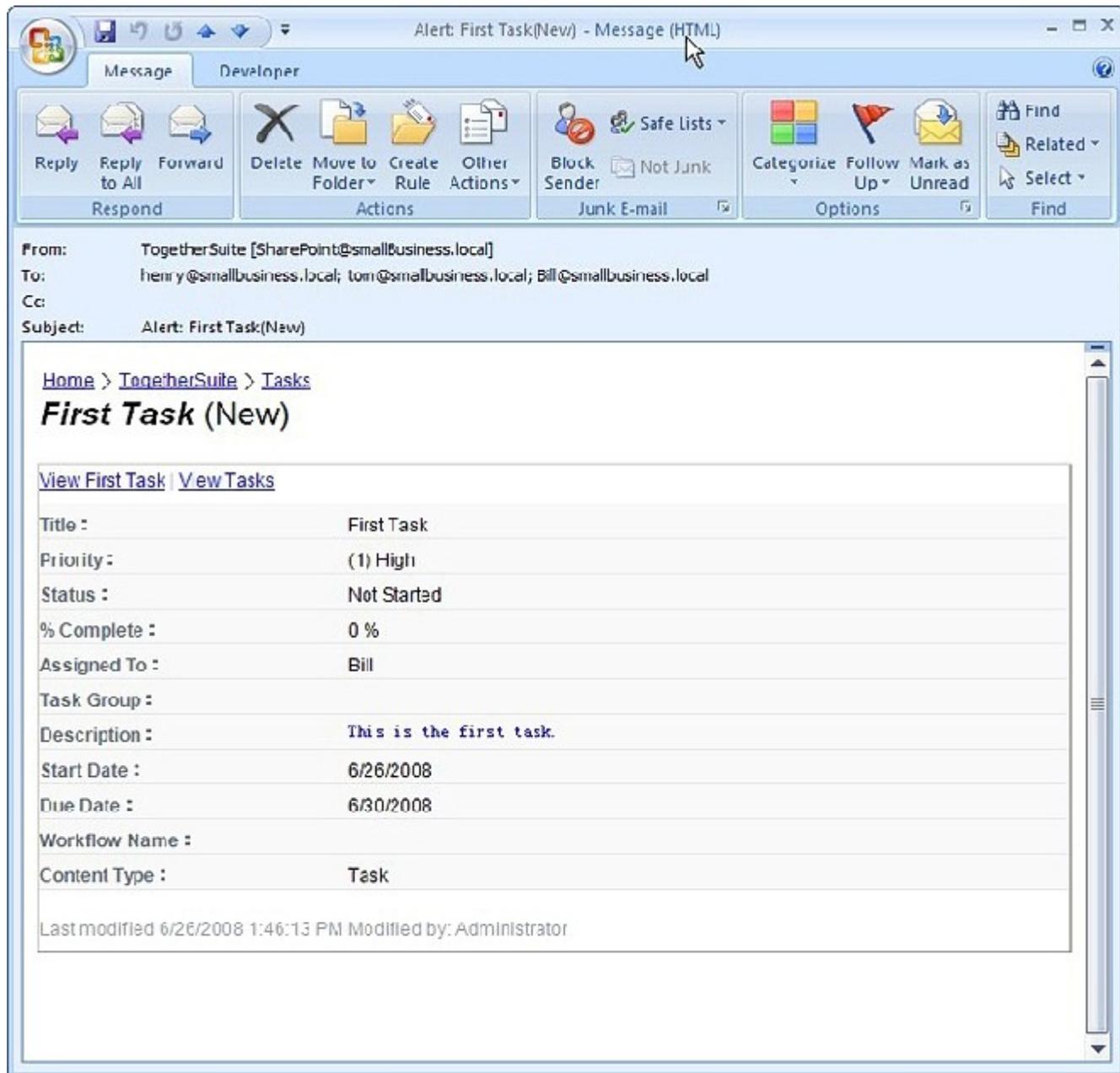
[OK] [Cancel]

📎 Attach File | ✓ Spelling...   * indicates a required field

Title *	First Task
Priority	(1) High ▾
Status	Not Started ▾
% Complete	0 %
Assigned To	Bill

Description

A A̅ | **B** *I* U̲ | ≡ ≡ ≡ | ⋮≡ ⋮≡ ⋮≡ ⋮≡ | A ◩ ▸¶ ¶◂

This is the first task.

| Start Date | 6/26/2008 |
| Due Date | 6/30/2008 |

[OK] [Cancel]

First Task (New)

Home > TogetherSuite > Tasks

First Task (New)

View First Task | View Tasks

Title :	First Task
Priority :	(1) High
Status :	Not Started
% Complete :	0 %
Assigned To :	Bill
Task Group :	
Description :	This is the first task.
Start Date :	6/26/2008
Due Date :	6/30/2008
Workflow Name :	
Content Type :	Task

Last modified 6/26/2008 1:46:13 PM Modified by: Administrator

7. Change status value from "Not Stated" to "Completed" and "%Complete" value from "0" to "100". Then you will get the edit

item specifics in the SharePoint alerts (SharePoint alert emails).

8. Delete the task item; and you will receive an alert email for deleting item.
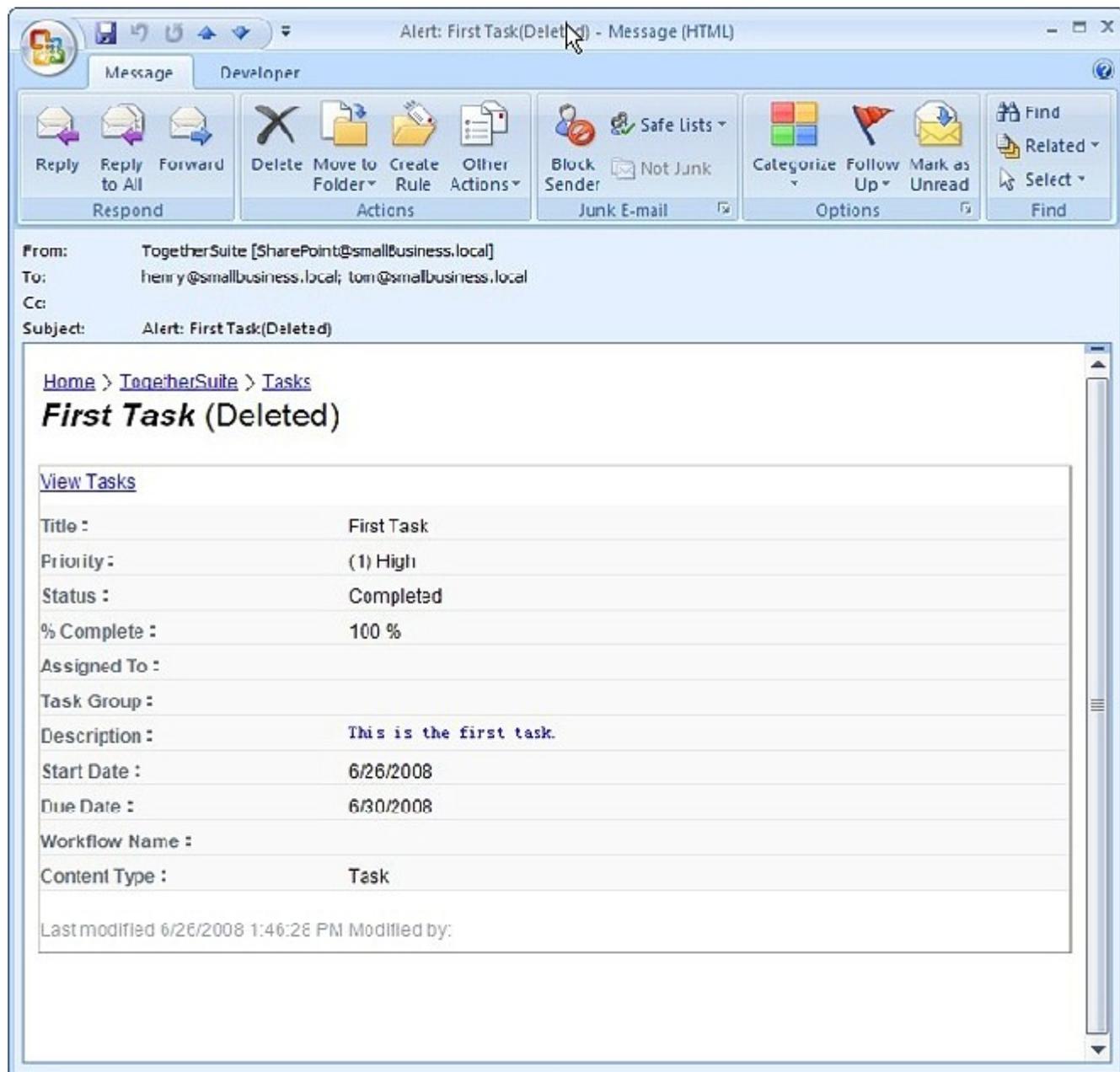
SharePoint Reminder Boost workflow can notify person when his task exceeds time limit. The following situations demonstrate how to apply it.

- Send alert email when the day is overhead the due time, and the status of this task is "Not Completed".
- The alert email will be sent twice a day, one is at 9:00, and the other is at 12:00. But if the day is not a workday, the workflow could stop sending alert emails.
- The alert email will be sent to person in charge of the task and BCC to persons in Task Owner group.

The configuration of SharePoint Reminder Boost workflow is similar to SharePoint Alert Boost workflow and the only difference lies in alert part setting page.

- Type a name for the alert part.

- In "Set Reminder", we set "Start time" on 9:00:00, "End time" on 23:00:00, and "Interval time"0.1 which equals to 6 minutes. In Alert Condition, we type the expression "[Status] != "In Progress" && Weekday([Today]) != 6 && Weekday([Today]) != 7 && [Today] > [Due Date]", which means that the workflow will only remind overdue task on workday.

Type [Title]-[Status] in Subject of email and mark the all check box.

Type "Pay Attention: This task [Title] has exceeded the time limit, please finished it as soon as possible" with red font color in order to tell the people the task is overdue.

Select "Assigned to" and type "Task Owner" in BCC.

Create an item for this task list. You will receive alert emails when the condition expression matches.

Message   Developer

Reply   Reply Forward   Delete Move to Create Other   Block   Safe Lists   Categorize Follow Mark as   Find
      to All   Folder Rule Actions   Sender   Not Junk   Up Unread   Related
                                              Select
Respond   Actions   Junk E-mail   Options   Find

From: TogetherSuite [SharePoint@smallBusiness.local]
To: Bill@smallbusiness.local
Cc:
Subject: Reminder: Second Task-In Progress(Reminder)

Home > TogetherSuite > Tasks

Second Task-In Progress (Reminder)

Pay Attention: This task Second Task has exceeded the time limit, please finished it as soon as possible.

View Second Task | View Tasks

Title :	Second Task
Priority :	(2) Normal
Status :	In Progress
% Complete :	50 %
Assigned To :	Bill
Task Group :	
Description :	This is the second task.
Start Date :	6/25/2008
Due Date :	6/26/2008
Workflow Name :	
Content Type :	Task

Last modified 6/27/2008 4:41:31 PM Modified by: Administrator