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.

New •	Actions • Settin	gs =			View:	Detail View	
	Picture	O Name	About me	Title	Department	ē.	
	8	Herny					
	8	Tom					

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.

News - Reports Search Sites TogetherSuite	Site Actions
Home > TogetherSuite > Tasks > Settings > Workflow setting Add a Workflow: Tasks	gs > Add or Change a Workflow
Use this page to set up a workflow for this list.	
Workflow Select a workflow to add to this list. If the workflow template you want does not appear, contact your administrator to get it added to your site collection or workspace.	Select a workflow template: Description: Disposition Approval SharePoint Alert Boost Workflow SharePoint Permission Boost Work SharePoint Reminder Boost Work
Name Type a name for this workflow. The name will be used to identify this workflow to users of this list.	Type a unique name for this workflow: Alert
Task List Select a task list to use with this workflow. You can select an existing task list or request that a new task list be created.	Select a task list: Description: Tasks Use the Tasks list to keep track of work that you or your team needs to complete.
History List Select a history list to use with this workflow. You can select an existing history list or request that a new history list be created.	Select a history list: Description: Workflow History Workflow History
Start Options. Specify how this workflow can be started.	 Allow this workflow to be manually started by an authenticated user with Edit Items Permissions. Require Manage Lists Permissions to start the workflow. Start this workflow to approve publishing a major version of an item. Start this workflow when a new item is created. Start this workflow when an item is changed.
	Next Cancel

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

lome Document Center	News - Reports Search Site	s TogetherSuite	Site Action
	Custom Alert		
	Alert main setting page	fter settings changed, please o	click OK Cencel
	Alert Part Management	AlertPartname	State
	Add, edit, or delete Alert Part	Add Alert Part	Configure SMTP Sever
	License management License management	Click here to enter Lice	ense management page
	A	fter settings changed, please o	click OK CK Cance

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.

Add Alert Part		
Alert Part name Please enter Alert Part name	Alert Part1	ance
Change type Specify the type of changes that you want to be alerted to	 All changes New items are added Existing items are modified Items are deleted 	
Alert Condition Specify the condition that you want to be alerted to		A
	[Insert column] [Insert operator] [Insert function]	¥

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.

Subject of Email		
Subject of Email(ist coumn can be used, eg. [Tide])	[Title]-[Status]	*
	[Insert column]	
	Mark Aert type at Subject	
Alert content		
Set email body	Include item information in Alert email	
	Send item attachment as attachment in Alert email	
	Tindude custom content in Alert email	

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.

end to lert email send to		
	Please enter SharePoint users or groups.	
	Task Owner	
	8,7 🖬	1
	Please select columns. Email can be sent to users or groups represented by the column.	
	Assianed To	
	T Created By	
	L. Modified By	
	<u>×</u>	
	Please enter email addresses or columns representing email address, and use comma(;) or semicolon(,) to separate them.	1
	3	
	2	-
	[Insert column]	
	[Insert column]	

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.

Home > TogetherSuite > Tasks: New It	Tasks > New Item Cem	
? The content of this item	will be sent as an e-mail message to the person or grou	up assigned to the item.
		OK Cancel
🕼 Attach File 🍄 Spel	ling	* indicates a required field
Title *	First Task	
Priority	(1) High 💌	
Status	Not Started	
% Complete	0 %	
Assigned To	Bill	% / 10
Description	A A1 B I U ≣ ≣ ≡	日日津津 ▲ (2) 州 11
	This is the first task.	
Start Date	6/26/2008	
Due Date	6/30/2008	
		OK Cancel

Message De	♥ ♥ Alert: First Task veloper	(New) - Message (HTML)		- = ×
Reply Reply Forward to All	Delete Move to Create Other Folder* Rule Actions*	Block Not Junk Sender	Categorize Follow Mark as v Up v Unread	H Find Related • Select •
Respond	Actions	Junk E-mail 🛛 🛱	Options 5	Find
rom: TogetherSult o: henry@small Ic: ubject: Alert: First Ta	e [SharePoint@smallBusiness.local] business.local; tom@smallbusiness.local; ask:(Naw)	Bill ©smallbusiness.local		-
Home > TogetherSuite First Task (N View First Task Vew Ta	> <u>Tasks</u> ew) asks			
Title :	First Task			
Priority:	(1) High			
Status :	Not Started			
% Complete :	0 %			
Assigned To :	Bill			
Task Group :				=
Description :	This is the first ta	sk.		
Start Date :	6/26/2008			
Due Date :	6/30/2008			
Workflow Name :				
Content Type :	Task			
Last modified 6/26/2008	3 1:46:13 PM Modified by: Administ	rator		
				•

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).

Message De		oditied) - Message (HTML)		_ = > @
Reply Reply Forward	Delete Move to Create Other Folder - Rule Actions -	Block Not Junk	Categorize Follow Ma Up Ur	A Find Related ~ Related ~ Select ~
rom: TogetherSuit c: henry@small c: ubject: Alert: First T	Actions re [SharePoint@smallBusiness.local] business.local; tom@smallbusiness.local; ask(Modified)	Bill@smallbusiness.local	Options	Find
Home > TogetherSuite First Task (M View First Task View T	asks			
Title :	First Task			
Priority :	(1) High			
Status :	Not Started Completed			
% Complete :	0 <mark>100</mark> %			
Assigned To :	Bill			
Task Group :				
Description :	This is the first ta	sk.		
Start Date :	6/26/2008			
Due Date :	6/30/2008			
Workflow Name :				
Content Type :	Task			
Last modified 6/26/200	8 1:46:28 PM Modified by: Administr	ator		

8. Delete the task item; and you will receive an alert email for deleting item.

Message	Alert: First Task(Delet 対 - Message (HTML)		_ = ×
Reply Reply Forward to All Respond	Delete Move to Greate Other Folder Rule Actions*	Block Not Junk Sender Junk E-mail	Categorize Follow Mark as Up + Unread Options	Find Related * Select * Find
rom: TogetherSu o: henry@sma c: ubject: Alert: First	te [SharePoint@small&usiness.local] Ilbusiness.local; tom@smallbusiness.local Fask(Deleted)			
Home > TogetherSuit First Task ([e > <u>Tasks</u> Deleted)			Ĩ
View Tasks				
Title :	First Task			
Priority:	(1) High			
Status :	Completed			
% Complete :	100 %			
Assigned To :				
Task Group :				=
Description :	This is the first to	ask.		
Start Date :	6/26/2008			
Due Date :	6/30/2008			
Workflow Name :				
Content Type :	Task			
Last modified 6/26/200	8 1:46:28 PM Modified by:			

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.

Customize Reminder	
Add Alert Part	OK Cancel
Alert Part name Please enter Alert Part name	Alert Part1
Set reminder Set start time, end time and interval time; make sure remind once a day or not	Start time(HH:mm:ss, eg.9:00:00): 09:00:00 End time(HH:mm:ss, eg.18:00:00): 23:00:00 Interval time(integer or decimal): 0.1 hours hours
Alert Condition Specify the condition that you want to be alerted to	Alert Condition Help [Status] != "In Progress" && Weekday([Today]) != 6 && Weekday([Today]) != 7 && [Today] > [Due Date]
	[Insert column] [Insert operator] [Insert function] Column Help Operator Help Function Help Function Help Tip Tool
Subject of Email Subject of Email(list column can be used, eg.[Title])	[Title]

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.

Subject of Email(ist column can be used, eg.[Title])	[Title]-[Status]]
	[Insert column] ✓ Mark workflow name at Subject ✓ Mark Alert type at Subject	741 L
Alert content Set email body	 ✓ Include item information in Alert email ✓ Send item attachment as attachment in Alert email ✓ Include custom content in Alert email ▲ ▲ ▲ → → ○ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
	Pay Attention: This task [Title] has exceeded the time limit, please finished it as soon as possible.	

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.

A Construction of the second of the seco	kee Move to Create Other Folder ~ Rule Actions ~ Actions arePoint@smallBusiness.local] .local d Task-In Progress(Reminder) asks a Progress (Reminder) task Second Task has ble. sks Second Task (2) Normal In Progress 50 %	Sender Junk E-mail	time lim	orize Follov Up + Options	v Mark as Unread	i shed
: TogetherSuite [Sh Bill@smallbusiness ect: Reminder: Secon ame > TogetherSuite > T: econd Task-Ir by Attention: This as soon as possil aw Second Task View Ta le : lority : atus : Complete : signed To : sk Group : scription :	arePoint@smallBusiness.local] local d Task-In Progress(Reminder) asks n Progress (Remi task Second Task has ble. sks Second Task (2) Normal In Progress 50 %	nder) exceeded the t	time lim	it, plea	ase fini	ished
ome > TogetherSuite > T econd Task-Ir as soon as possil aw Second Task View Ta le: lority: atus: Complete: signed To: sk Group: scription:	asks Progress (Remi task Second Task has ble. sks Second Task (2) Normal In Progress 50 %	nder) exceeded the t	time lim	it, plea	ase fini	ished
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iority : atus : Complete : signed To : sk Group : scription :	(2) Normal In Progress					
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sk Group : scription :	Bill					
scription :						
	This is the second t	ask.				
art Date :	6/25/2008					
e Date :	6/26/2008					
orkflow Name :						
ntent Type :	Task					
st modified 6/27/2008 4:4	1:31 PM Modified by: Administ	rator				
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