Creating an Alert Subscription for Spot Bids and Tenders

Users have the ability to create alert subscriptions using a rich array of alert types. See "Alert Subscription Types" for a full list of categories, types, and filter details.

Complete the following steps to create an alert subscription:

1. Click **Menus/Favs > Tools > Alert Inbox** or **Menus/Favs > Tools > Alert Subscription** as a Carrier Transportation Manager role.
   The page you selected displays. Both will have the button in the next step.
2. Click the **New Subscription** button.
   The New Subscription page displays.

3. Complete the **Alert Information** and **Subscription Details** fields. These fields are generic for every new alert subscription.
   Fields with an asterisk (*) are required.

Field	Description
*Subscription Name	Type in the subscription name.
*Category	Select the category from the dropdown list. More fields display for the Alert Filters.
NEO Dashboard Category Name	Type in the category name.
*Alert Type	Select the alert type from the dropdown list.
Publish	Check the box to publish this alert so that others in your enterprise network can subscribe to it.
Active	Check the box to remove the active status.
Priority	Select the priority from the dropdown list.
*Subscription Type	Select the subscription type from the dropdown list.
E-Mail	Select the email option from the dropdown list.
Mobile Email	Select the mobile option from the dropdown list.
System Delivery	Check the box to remove system delivery in the user's Alert Inbox.
Alert Digest Delivery Schedule	Use the picker tool to select the delivery schedule.

4. Complete the **Alert Filter** fields. The **Alert Filter** fields are specific to the **Category and Alert** Type.
5. Click the **Create Subscription** button.
   A green success bar displays. The new alert subscription shows in the Alert Subscription page.

The table below outlines the specific parameters for creating alerts for spot bids that are tendered, accepted, and/or rejected. The field name is provided with the appropriate selection.

Tendered	Accepted	Rejected
Category = Movement	Category = Movement	Category = Movement
Alert Type = Movement Event Alert	Alert Type = Movement Event Alert	Alert Type = Movement Event Alert
Subscription Type = Regular Subscription	Subscription Type = Regular Subscription	Subscription Type = Regular Subscription
Event = Tendered	Event = Accept	Event = Reject
Spot Bid = Yes	Spot Bid = Yes	Spot Bid = Yes