



First Horizon TreasuryConnectSM

Alerts





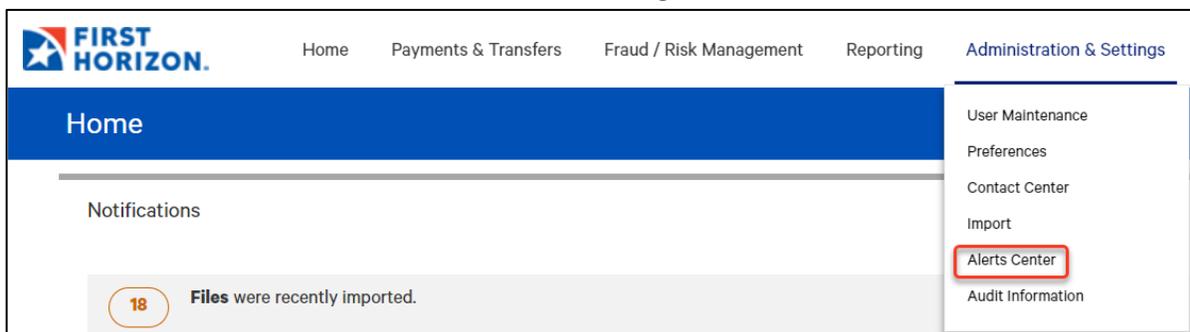
ALERTS

The Alert widget enables TreasuryConnectSM to automatically send alerts when certain conditions occur. For example, a Closing Available Balance alert can be sent when a closing account balance falls below a certain threshold or an alert can be sent when a positive pay suspect file is received from the bank.

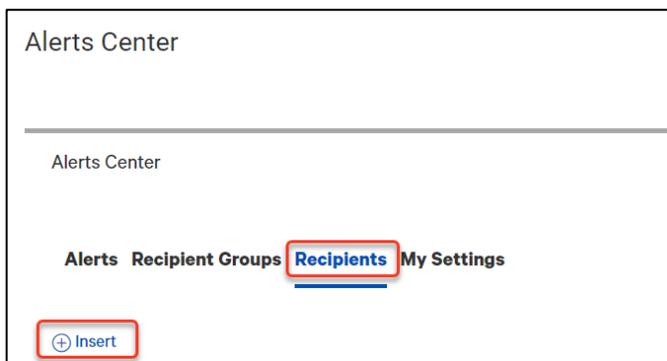
Although you can specify the recipient directly on the alert screen, we recommend that you set up recipients or recipient groups before creating alerts.

ADD A RECIPIENT

1. Select **Alerts Center** from the **Administration & Settings** menu.



2. Click **Recipients**.
3. Click **Insert**.



NOTE

The system displays the Recipients screen. It displays the current company name; this cannot be changed.

4. Enter the **Recipient Name** and **Email Address**.
5. If you want to add a different method of contact for this recipient, click **Add Another Contact Method**.



6. Use the drop-down to select a **Contact Method**.
 - Enter the secondary contact information (either a second e-mail address or a cell phone number)
 - The value entered in the **Contact Method Name / Alias** field will be displayed on the alert creation screen.
7. To add another contact method, repeat steps 4 through 6.
8. Click **Save**.

← Recipients

Recipient

* **Company**

PCI1233

* **Name**

Test Name

* **Email Address**

testname@firsthorizon.com

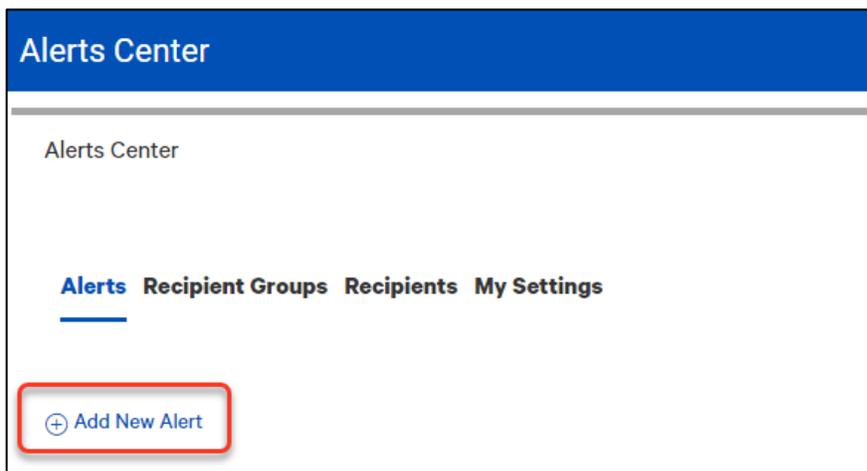
Contact Methods

Method	Contact Method Name/Alias	Phone	
Phone <input type="text" value="x"/>	Cell	111-111-1111	<input type="button" value="X"/>



ADD AN ALERT

1. Select **Alerts Center** from the **Administration & Settings** menu.
2. Click **Add New Alert**.



3. In the **Alert Name** field, enter a Name for the alert.
4. From the **Alert Group** drop-down list, select the appropriate group for this alert. For example, *Payments and Transfers*.
5. In the **Alert Type** field, select the type. For example, if you chose the Payments alert group, you might choose *Payment Processed* as the alert type.
6. In the **Alert Subject Line** field, a sample subject line appears based on the alert type you have chosen. If desired, change it. This is the subject line that will appear on the email notification sent to the recipient.
7. Depending on the alert group and alert type you have chosen, you may be required to enter additional information. For example, if you choose the alert type Electronic Positive Pay Decision Pending Approval, you must enter the hour and minutes when approval is required, plus the applicable time zone.
8. Use the **Recipients/Recipient Groups** drop-down to select a recipient or recipient group. You can select one or more recipients OR one recipient group.

9. In the **Contact Methods** section, check the checkbox(es) for the appropriate contact method or methods.
10. If the recipient or recipient group includes an additional contact method, you can select that as well. OR check the **All** box to have the alert sent through all contact methods.



11. Most alerts also require you to enter trigger criteria for the alert. For example, you may have to specify an account number or action that will trigger the alert.
12. When you have entered all the necessary fields, click **Save**.
13. Now, when the criteria specified in the alert are met, the recipient will be contacted using the specified method.

Contact Methods

	<input type="checkbox"/> All Emails	<input type="checkbox"/> All SMS
Employee Name 1	<input checked="" type="checkbox"/> employee1@email.com	<input type="checkbox"/> Cell 111-111-1111
Employee Name 2	<input checked="" type="checkbox"/> employee2@email.com	

Payment Type
Cash Concentration x

Debit Amount
is equal to ▼ 50,000.00

Credit Amount
is equal to ▼ 50,000.00

Save **Cancel**

SET REAL-TIME ALERTS

Some Payment and Transfer alerts can be set so that they are sent in real time or near real time, as soon as the triggering event, such as the creation of a payment requiring approval, occurs. This option is especially useful for banks that produce a large volume of wire payments and want notification when groups of rather than individual payments are ready for approval.

The following alert types can be set for immediate (real-time) alert delivery:

- Payments Awaiting My Approval
- Templates Awaiting My Approval
- Approval Window Passed



SET PAYMENT ALERTS FOR IMMEDIATE DELIVERY

1. Select **Alerts Center** from the **Administration & Settings** menu.
2. In the **Alert Name** field, enter a Name for the alert.
3. From the **Alert Group** drop-down list, select **Payments and Transfers**.
4. In the **Alert Type** field, select one of the types that allow immediate alerts, for example, *Payments Awaiting My Approval*.
5. In the **Alert Timing** area, click the **Immediate** radio button.

← New Alert

*Alert Name
Pay Awaiting

*Alert Group *Alert Type *Alert Subject Line
Payments and Transfers Payments Awaiting My Approval You Have Payments and/or Transfers Awaiting Approval

*Alert Timing
 Immediate Set alert timing

You may change this subject line that appears on the email alert

6. Enter the remaining fields as necessary.
7. Click **Save**.