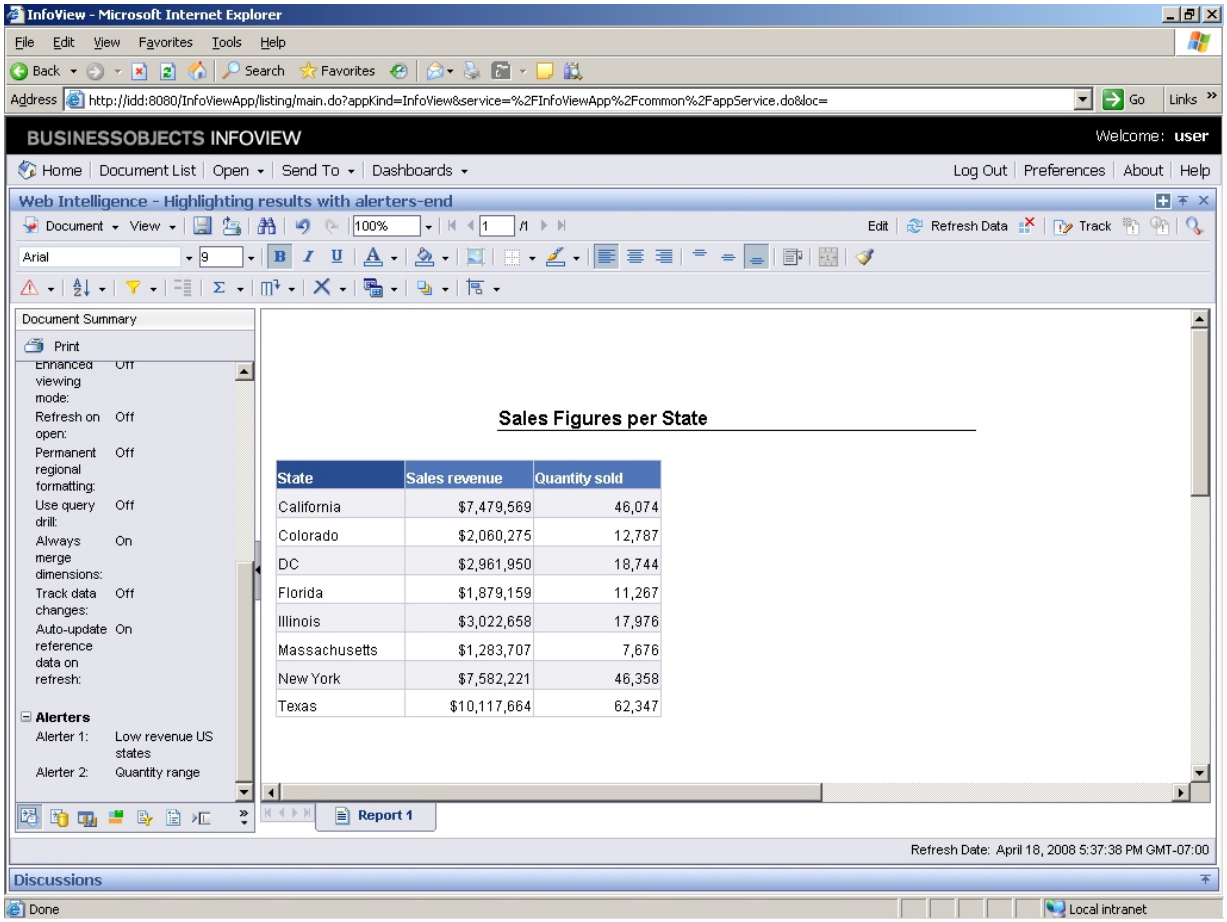
Procedure

1. Start the transaction using the menu path or transaction code.

Document summary panel



2. Press [Enter] to continue.

You can tell if the Web Intelligence document you are viewing is set up with alerters by viewing the Document Summary pane.

This document contains two alerters:

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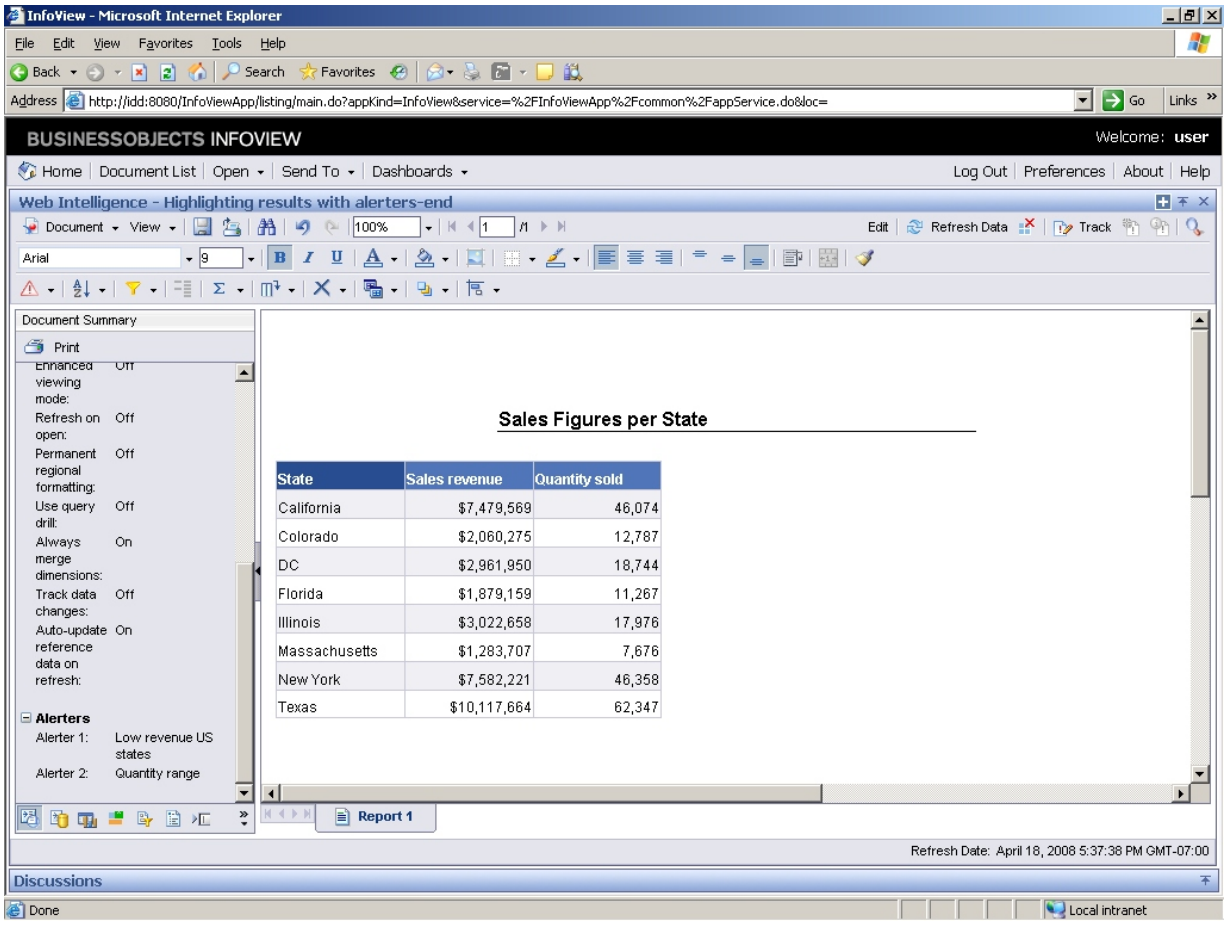
- the "Low revenue US states" alerter
- the "Quantity range" alerter

Press **[Enter]** to continue.

Applying an alerter



3. Click an entry in the **Sales revenue** column.

Apply the first alerter to the Sales revenue column to see the results.

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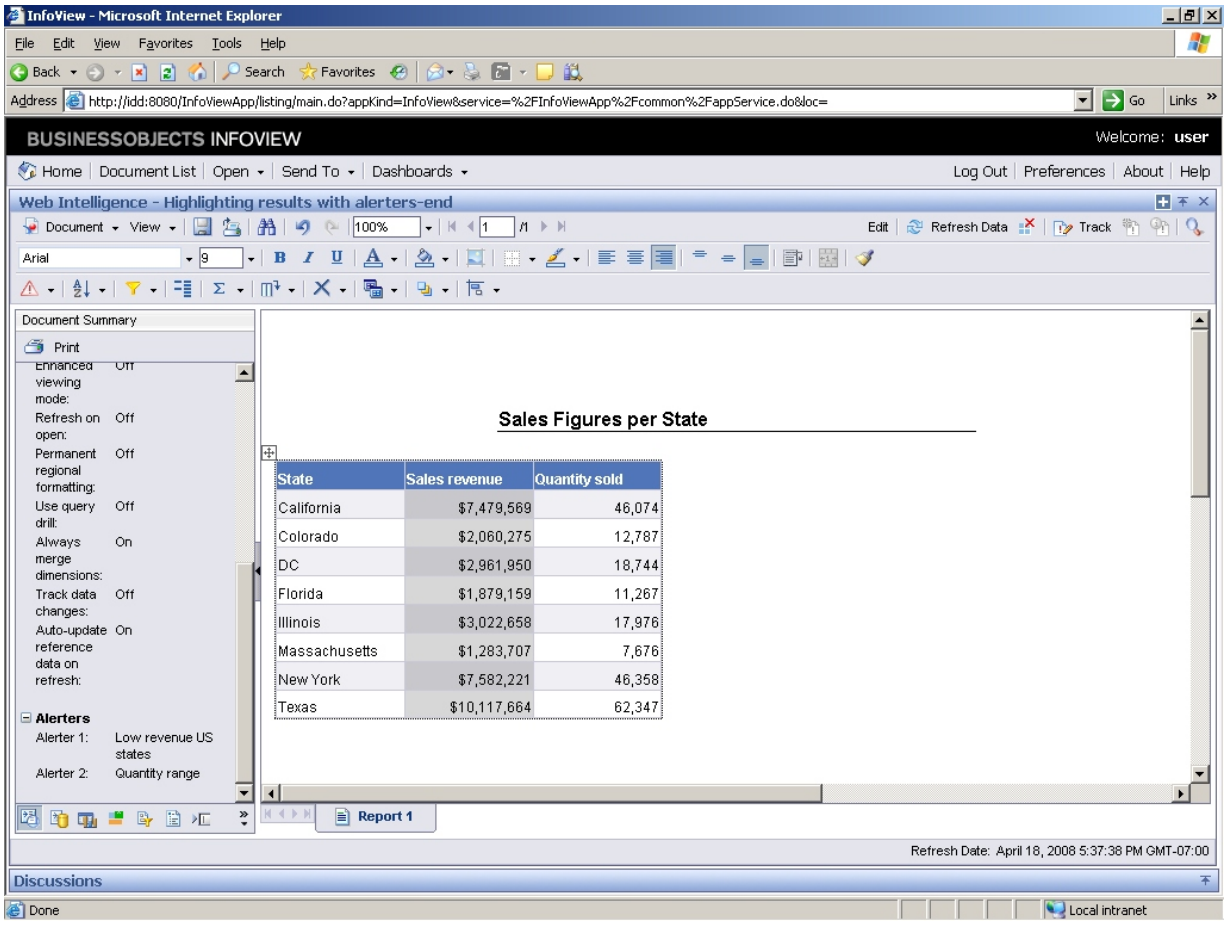
Applying an alerter



4. Click **Alerters** .
5. Click **Low revenue US states** option.
6. Click **OK**.
7. Press [Enter] to continue.

You can see that States with revenue lower than $3,000,000.00 (with the exception of Florida) are now highlighted in red.

Press **[Enter]** to continue.

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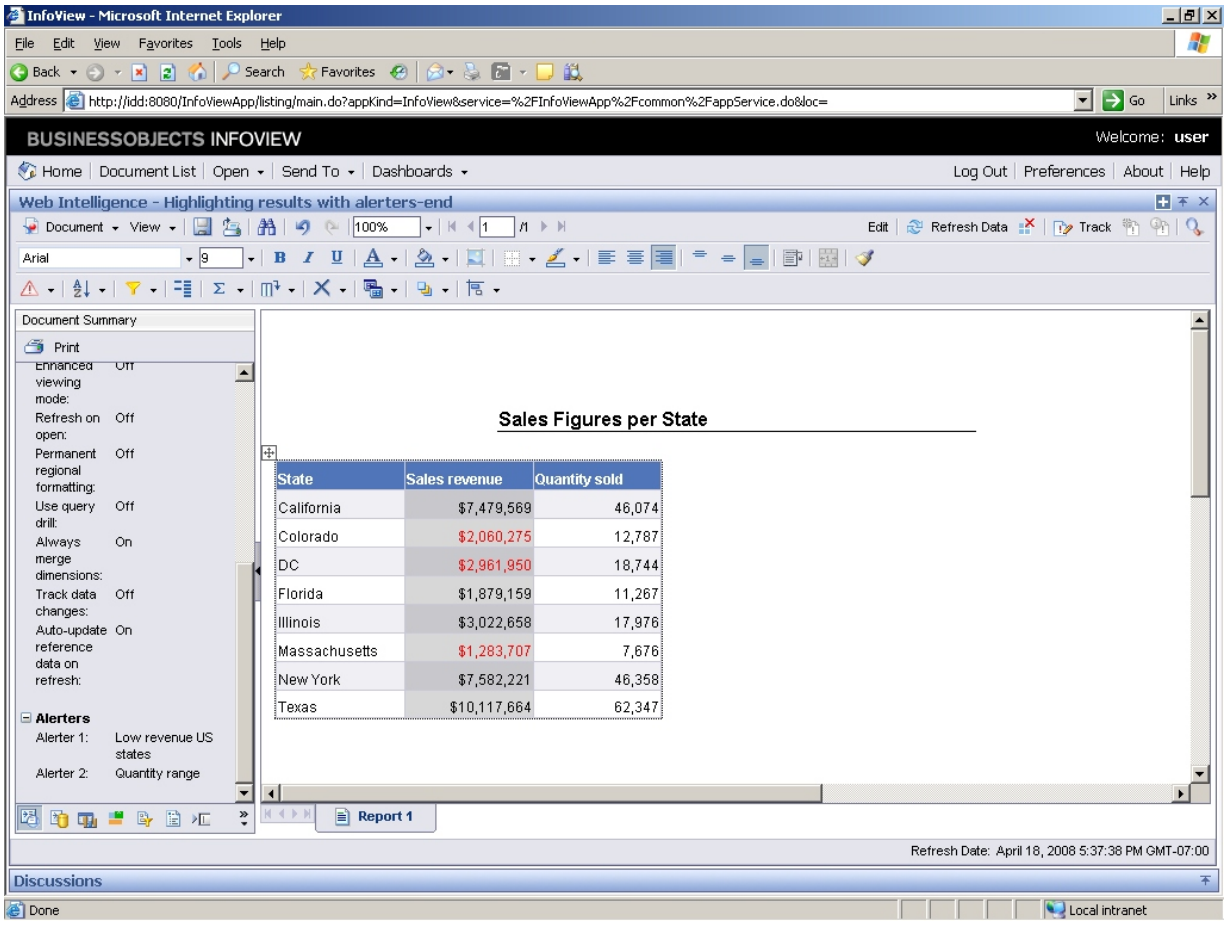
Applying an alerter



8. Click an entry in the **Quantity sold** column.

Apply the second alerter to the Quantity sold column.

9. Click **Alerters** .

10. Click the **Quantity Range** option.

Because you just highlighted the Quantity sold column in the table (and not the Sales revenue column as previously), neither of the alerters are selected here.

11. Press [Enter] to continue.

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Note that this alerter is defined with descriptive text that describes how the values will be highlighted when the alerter is applied.

In this case, the text means:

- values that are less that $15,000,000 will appear in red.

- values that are greater than $15,000,000 but less than$45,000,000 will appear in green.

- values that are over $45,000,000 will appear in blue.

Press **[Enter]** to continue.

12. Click **OK**.

13. Press [Enter] to continue.

The values in the Quantity sold column are highlighted in three different colors, each color representing the ranges that were specified in the alerter description text.

Press **[Enter]** to continue.

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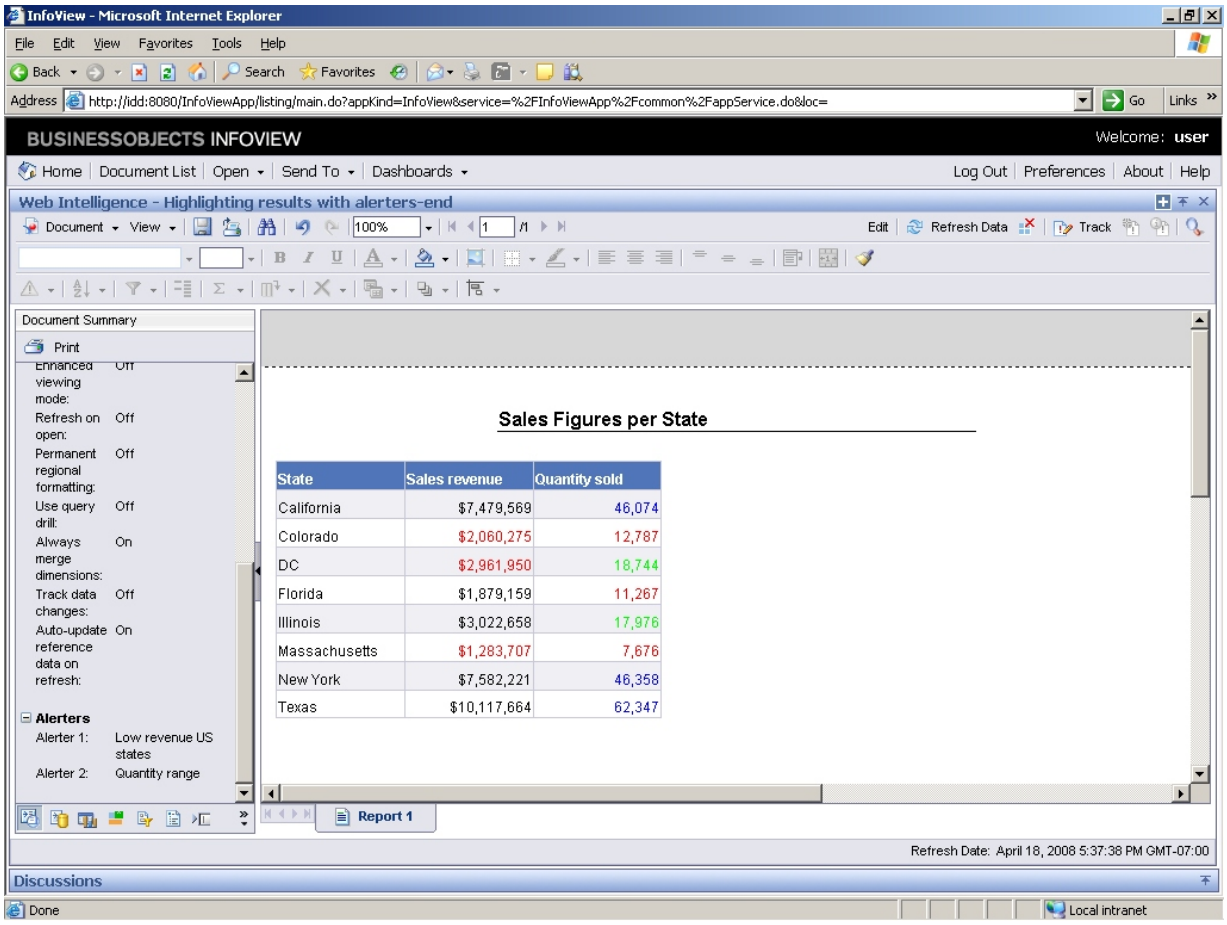
Deactivating an alerter



14. Click an entry in the **Sales revenue** column.

To deactivate an alerter, you simply highlight the column again and clear the alerter option.

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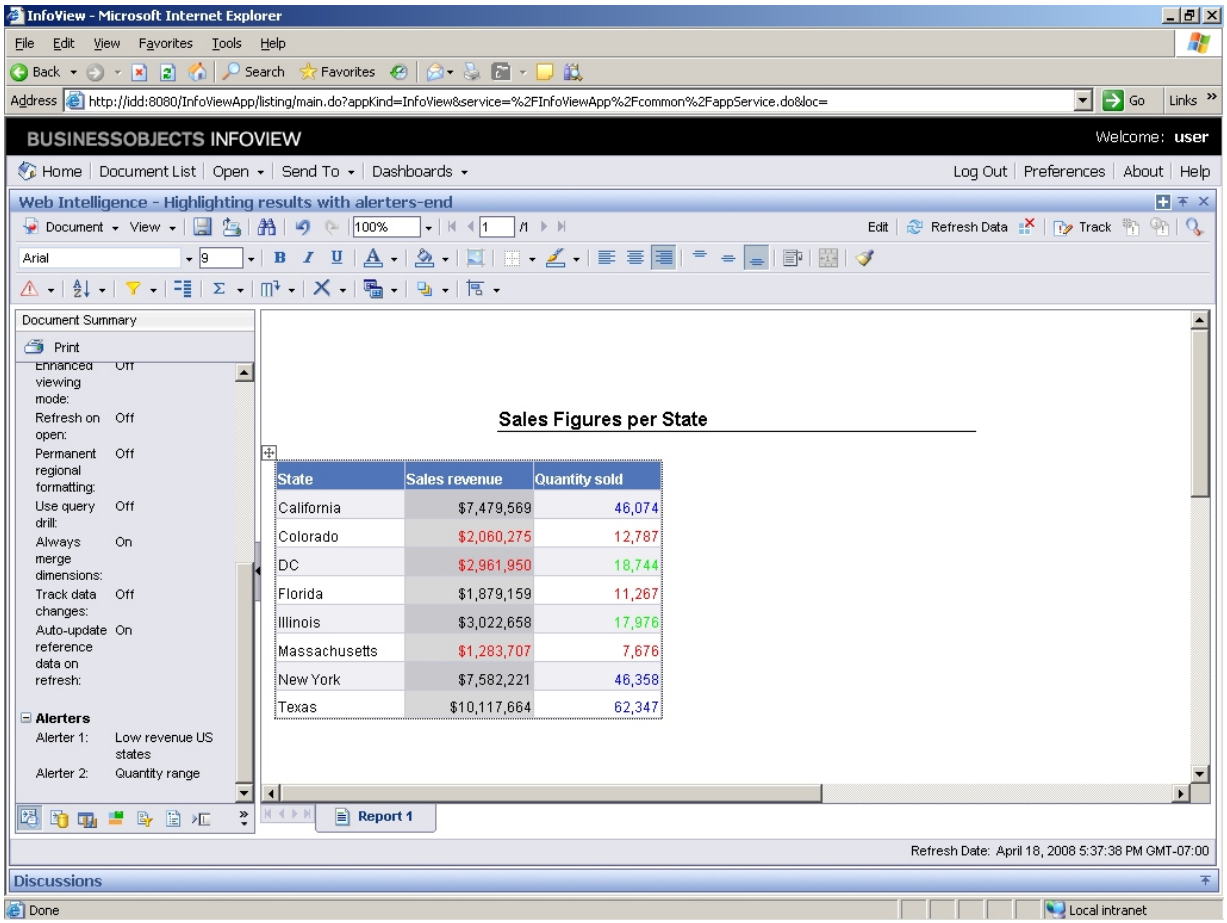
Deactivating an alerter



15. Click **Alerters**.
16. Clear the**Low revenue US states**checkbox.
17. Click **OK**.
18. Start the transaction using the menu path or transaction code.

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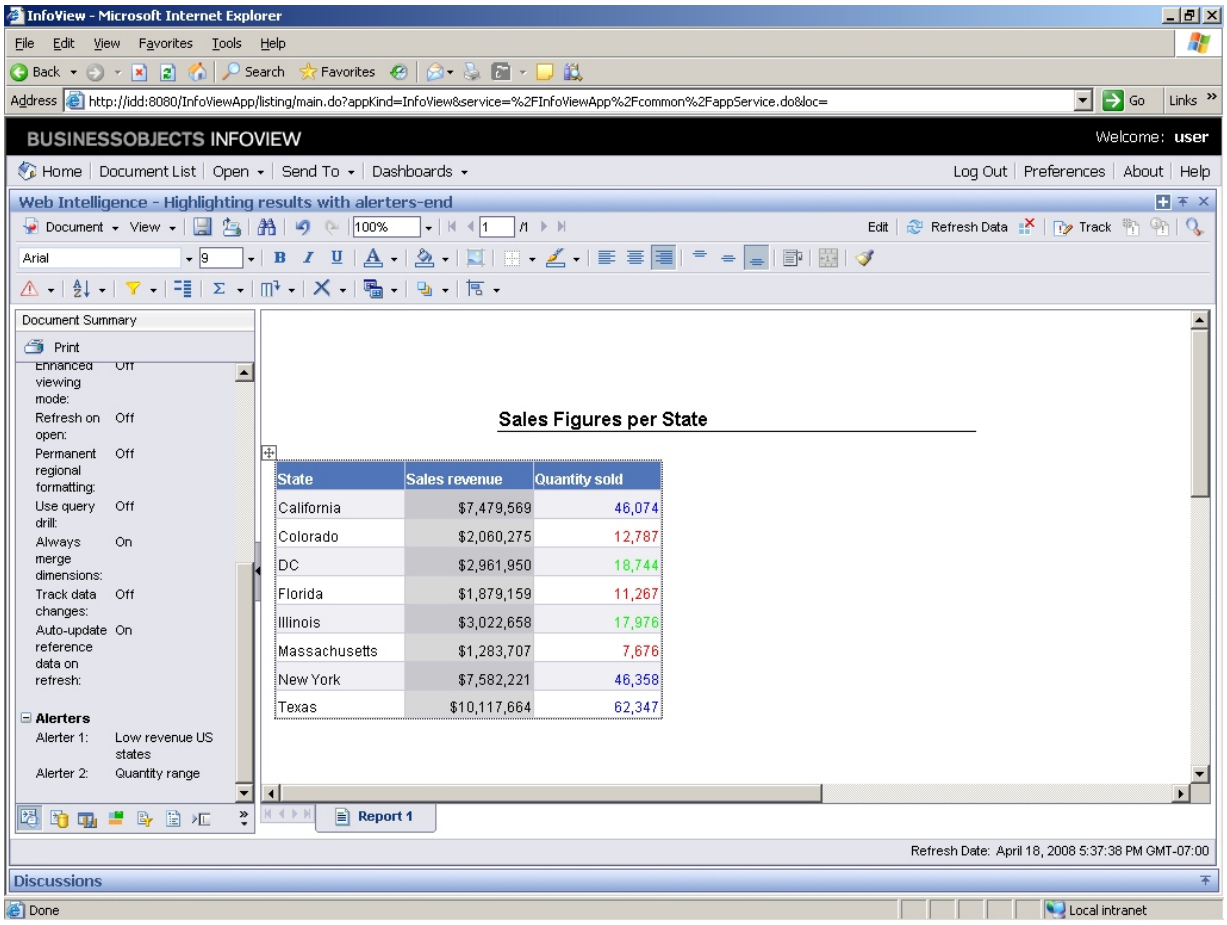
Deactivating an alerter



19. Press [Enter] to continue.

The "Low revenue US states" alerter has been deactivated.

Press **[Enter]** to continue.

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