AlertFIRST™
Simple. Fast. Secure.

Quick Start Sheet

Manage Contact Query

Create Contact Query

Home Page: Logon to the AlertFirst system, click the Contacts tab in the top tool bar.

Step 1: Click the Manage Contact Queries link on the left side under Hosted Contact Database.

Step 2: To Create Query, click on the Create button on the bottom of the page.

Step 3: Enter query name under Query Information. Enter query description (optional). Under Owned By, leave as Base Group, or select from one of your security groups if you have multiple account users.

Step 4: Under Query Criteria, enter your search criteria in the Search Criteria box. (For example, enter department name such as Human Resources under department name field.) To add additional search criteria, click on the green Plus button. Enter your second search criteria in the Search Criteria box. Click the Search button. Query Results display all records that match your search criteria.

Step 5: Click on the Save Query button to save the query.

Modify Existing Contact Query

Home Page: Logon to the AlertFirst system, click the Contacts tab in the top tool bar.

Step 1: Click the Manage Contact Queries link on the left side under the Hosted Contact Database.

Step 2: To Modify Query, click on the Modify button on the bottom of the page. Make any adjustments to existing query.

Step 3: Click on the Save Query button to save the query.

Delete Existing Contact Query

Home Page: Logon to the AlertFirst system, click the Contacts tab in the top tool bar.

Step 1: Click the Manage Contact Queries link on the left side under the Hosted Contact Database.

Step 2: Select contact query to delete and click on the Delete button.