

# BOSS Online Banking – User Guide

## User Alerts

BOSS Online Banking has enhanced and added additional user Alerts. Listed below is an overview of those new alerts.

### Approval Window Passed

Users will now be able to create an Approval Window Passed alert in BOSS. This alert will provide details of when payments cannot be processed because the cutoff window has passed. This enables a user to determine what steps to take next when payments are in a status of passed cutoff time.

To create this alert, follow the steps below

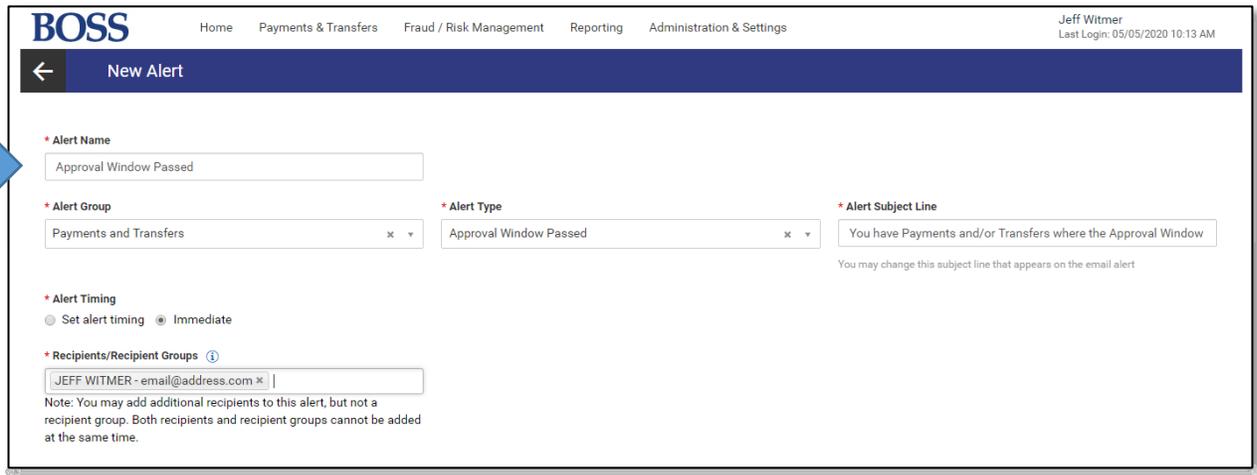
- Log on to BOSS
- Click on **Administration & Settings**
- Click on **Alerts Center**
- Click **Add New Alert**

The screenshot shows the BOSS Alerts Center interface. At the top, there is a navigation bar with the BOSS logo and menu items: Home, Payments & Transfers, Fraud / Risk Management, Reporting, and Administration & Settings. The user's name, Jeff Witmer, and last login time, 05/05/2020 10:13 AM, are displayed in the top right corner. Below the navigation bar is a dark blue header for the Alerts Center, which includes an 'Add Widget' dropdown menu. The main content area has tabs for Alerts, Recipient Groups, and Recipients. The Alerts tab is selected. Below the tabs, there is a '+ Add New Alert' button, a filter dropdown menu set to 'Select fields', and a refresh icon. A table lists existing alerts with columns for All, Actions, Alert Name, Alert Group, Alert Type, Alert Subject Line, and Recipient. A blue arrow points to the '+ Add New Alert' button.

All	Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line	Recipient
<input type="checkbox"/>	<a href="#">View</a>	Administration Alert	Administration	User Alert	Action Notification Alert	SYSTEM_08272018
<input type="checkbox"/>	<a href="#">View</a>	Positive Pay Suspect Item Alert	Check Management	Positive Pay Suspect Item Alert	Check Management Load Notification Alert	SYSTEM_08272018

Clicking on **Add New Alert** will bring you into the New Alert screen.

- Enter in an **Alert Name**
- Select **Payments and Transfers** for the **Alert Group**
- Select **Approval Window Passed** for the **Alert Type**
- Select **Immediate** for the **Alert Timing**
- Select a **Recipient/Recipient Groups** from your saved Recipient list



**BOSS** Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings Jeff Witmer Last Login: 05/05/2020 10:13 AM

**New Alert**

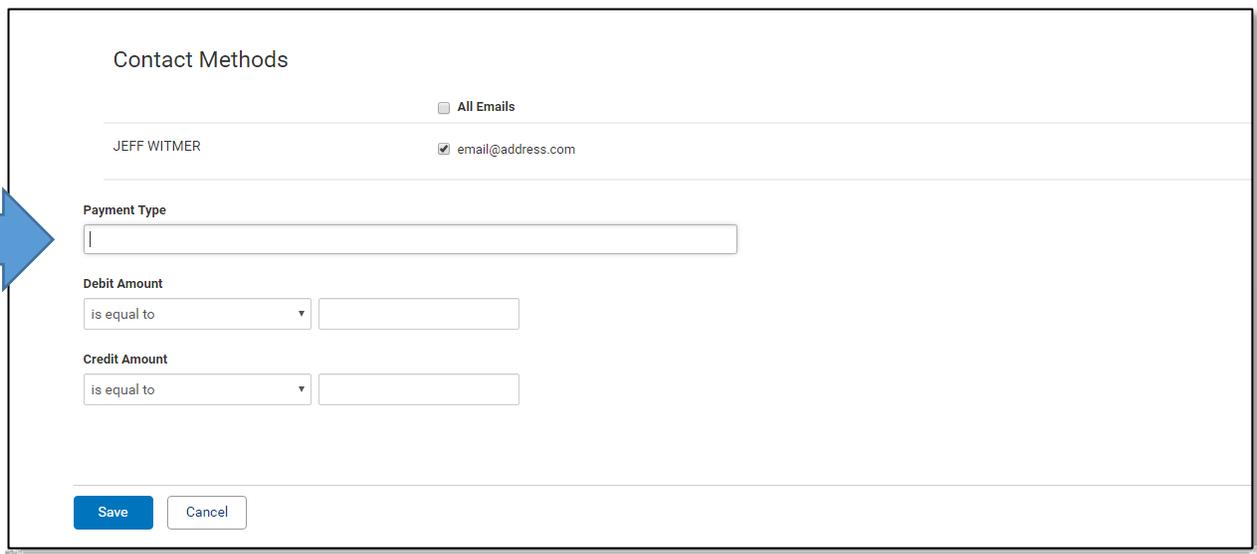
\* **Alert Name**  
Approval Window Passed

\* **Alert Group** Payments and Transfers x ▾ \* **Alert Type** Approval Window Passed x ▾ \* **Alert Subject Line** You have Payments and/or Transfers where the Approval Window  
You may change this subject line that appears on the email alert

\* **Alert Timing**  
 Set alert timing  Immediate

\* **Recipients/Recipient Groups** [?](#)  
JEFF WITMER - email@address.com x |  
Note: You may add additional recipients to this alert, but not a recipient group. Both recipients and recipient groups cannot be added at the same time.

- Leave the **Payment Type** blank (default)
- Leave the **Debit & Credit Amounts** blank (default)



**Contact Methods**

All Emails

JEFF WITMER  email@address.com

**Payment Type**  
|

**Debit Amount**  
is equal to ▾ |

**Credit Amount**  
is equal to ▾ |

**Save** **Cancel**

- Click **Save**