

Quick Guide

Creating email alerts on one.network

Accessing email alerts

1. Select 'Sign in' button located in the top right of the screen
2. Enter your registered or subscribed email address and password.
3. Select 'Sign in'
4. In the top right of the screen, click on the user profile icon
5. Select 'Alerts' from the drop-down list.
6. The email alerts set up options will appear on the right-hand user panel

The image shows a 'Sign in' button in a red box. Below it is a sign-in form with fields for 'Email' (containing 'Enter email address') and 'Password' (containing 'Enter password' and a visibility toggle). A red 'Sign in' button is at the bottom of the form. To the left is a user profile icon (a red circle with a white person silhouette). A dropdown menu is open from the profile icon, showing options: 'My account', 'Change password', 'Alerts' (highlighted with a blue border), and 'Sign out'.

Creating an email alert

1. **Email:** This will be prepopulated to display the address associated with the account.

2. **Description:** Name your email alert something to distinguish the parameters set for the alert i.e. name of the Town or City This will help if multiple alerts are set.

Who are you: Select a relevant option from the drop-down list

3. Get alerts on

Visible map area: The area visible on the map at the time of setting the alert

Current map search: The location searched using the map search

User defined area: Draw a polygon on the map to identify the location required for the alert

4. Get alerts for

Public events and/or Roadworks: Tick or untick the relevant information for your alert.

Traffic Impact: Displays alerts depending on the level of impact. Choose High impact only, High and medium or All works.

5. **Frequency:** Select how often you would like to receive your alerts

6. Once complete select '**Set Alert**'

NOTE: Upon saving you will experience a warning message on the map if the area requested for the alert is too large.

The image shows the 'Email Alerts' setup form. It has a title 'Email Alerts' and a subtitle 'Sign up to receive email updates of upcoming roadworks, road closures and other traffic disruptions.' The form is divided into sections: 1. 'Email' with a text input field containing 'your-email@domain.com'. 2. 'Description' with a text input field containing 'Describe your alert'. 3. 'Who are you' with a dropdown menu showing 'Please Select...'. 4. 'Get alerts on' with a dropdown menu showing 'Visible map area'. 5. 'Get alerts for' with two checked checkboxes: 'Public events' and 'Roadworks'. 6. 'Traffic impact' with a slider ranging from 'High impact' (red) to 'All works' (green). 7. 'Frequency' with three radio buttons: 'Daily' (selected), 'Weekly', and 'Monthly'. At the bottom are 'Reset' and 'Set Alert' buttons.