Fastmarkets Dashboard
User Guide
Alerts
V2.1.8526
16th Nov 2021

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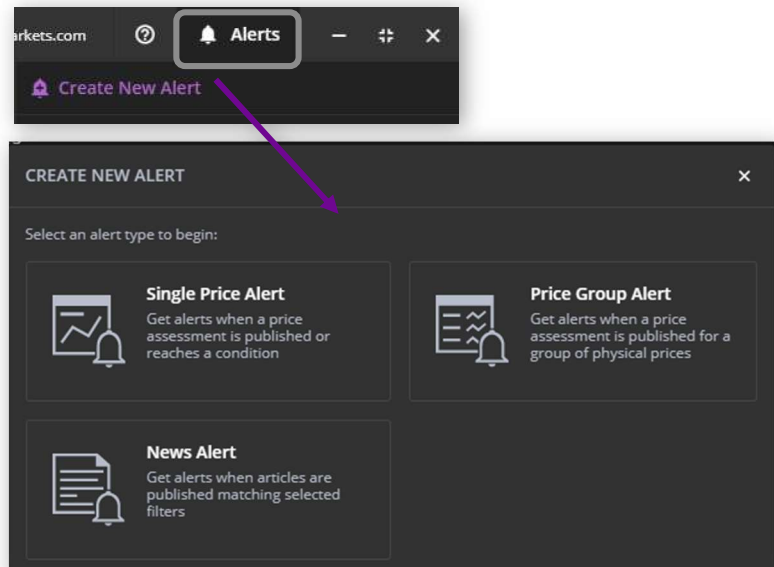
INTRODUCTION

To stay abreast of changes in prices and news, you can create alerts for a single price, multiple prices or news within the Fastmarkets Dashboard. Notifications can be delivered via email or in the Dashboard when the application is open and running. A batched alert can be set up to look at a group of prices or news and can be delivered just once a day via email, at a time of your choice.

To create and manage alerts in the Dashboard, click Alerts in the top-right corner.

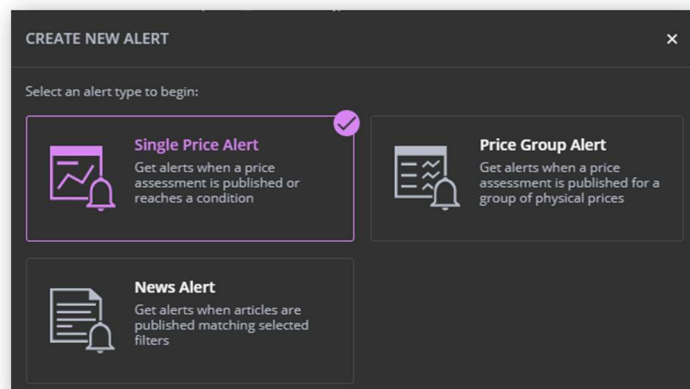Next, click Create New Alert and select the type of alert you want.

PRICE ALERTS
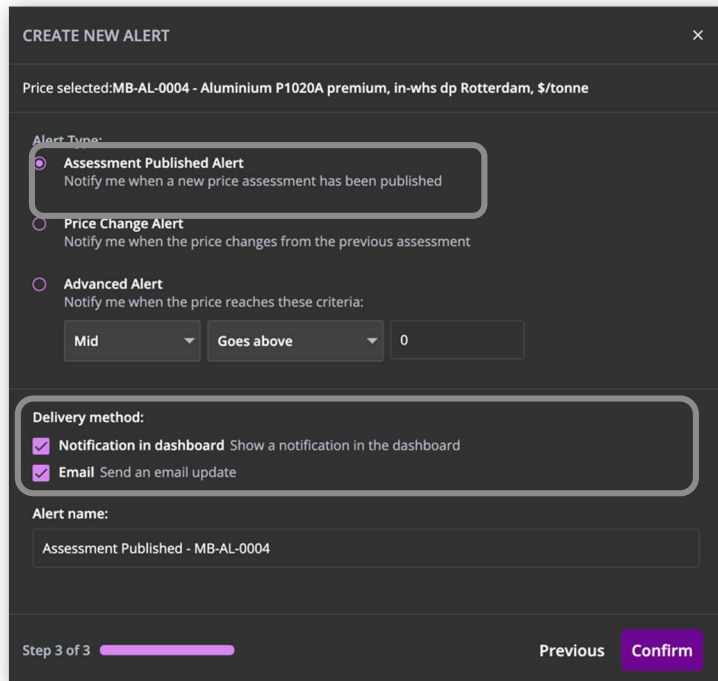
Create price alerts for a single price

The following alerts can be created for the publication, change or move of a price.

- Assessment Published Alert – notifies you when a new assessment has been published
- Price Change Alert – notifies you when the price has changed from the previous assessment
- Advanced Alert – notifies you when the price field reaches the following criteria:

- o Low/Mid/High goes above or below a specified price
- o Low/Mid/High increases or decreases by a specified absolute value
- o Low/Mid/High increases or decreases by a percentage value

To create an alert for a single price, click on Alerts > Create New Alert > Single Price Alert.

CREATE NEW ALERT   ✕

Price selected: MB-AL-0004 - Aluminium P1020A premium, in-whs dp Rotterdam, $/tonne

Alert Type:

○ **Assessment Published Alert**
Notify me when a new price assessment has been published

○ **Price Change Alert**
Notify me when the price changes from the previous assessment

○ **Advanced Alert**
Notify me when the price reaches these criteria:

| Mid ▾ | Goes above ▾ | 0 |

Delivery method:
☑ **Notification in dashboard** Show a notification in the dashboard
☑ **Email** Send an email update

Alert name:

Assessment Published - MB-AL-0004

Step 3 of 3 ▬▬▬▬▬   Previous   **Confirm**

Use the Search tool to select the price for which you want to be alerted or select from Saved Prices (those that appear with a purple star atop the returned results list).
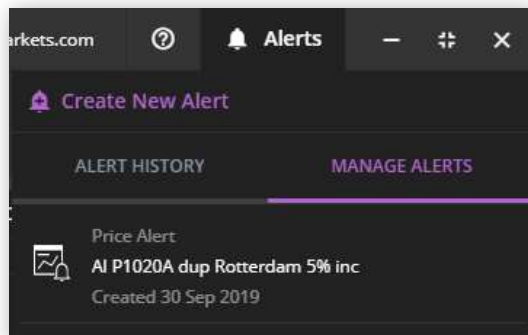
You can then create the type of price alert you want. To be notified when a new price assessment is published for the desired price, select Assessment Published Alert from the radio buttons in the Create New Alert window, as in the example to the left. Select the delivery method by using the check boxes underneath.

Notifications can be delivered in the Dashboard and/or by email. Emails will be sent to the email address you use to log in to the Dashboard from alerts@notify.fastmarkets.com. You may wish to add this email address to your safe senders list.

You can type a name in the "Alert name" field to change from the default "Assessment Published – MB-AL-0346" (or the selected symbol if different).

To be alerted when the price changes from the previous assessment, select Price Change Alert instead.

You can also create alerts for specific price changes by selecting Advanced Alert. Select the field (Low, Mid, High), the criteria (price above/below a value, price increase/decrease by an absolute value or percentage value). This example shows an advanced alert for the Mid price to increase by 5%.
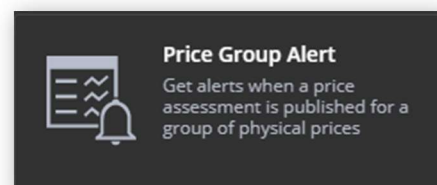
Click the Confirm button to activate the alert. It will appear under Alerts > MANAGE ALERTS.

To delete the alert, hover the cursor over the alert name and click on the X that appears to the right of it.
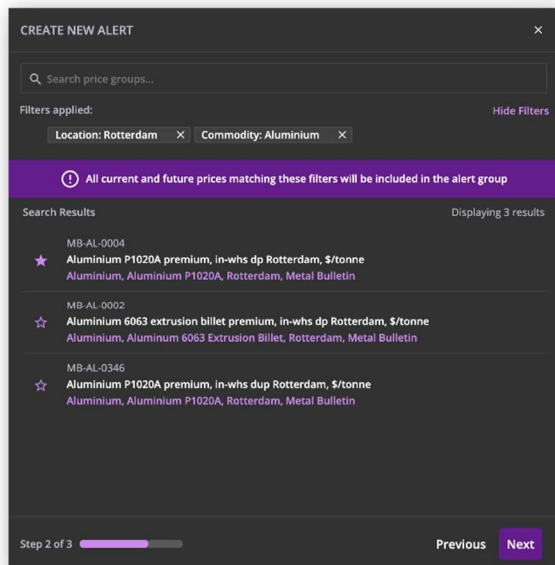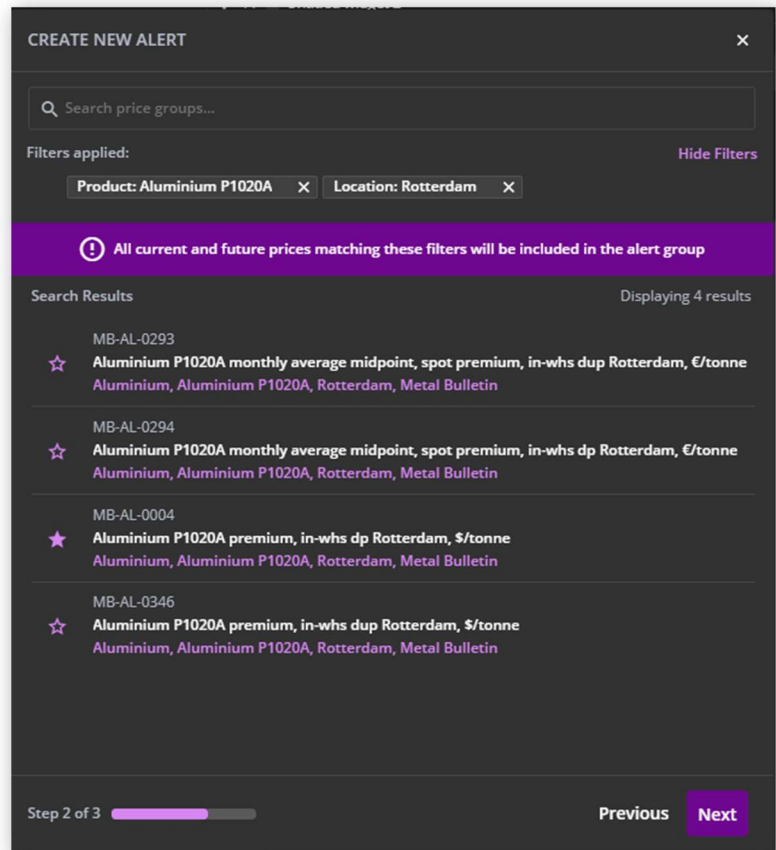
Create alerts for a price group

Creating alerts for a group of prices of a similar commodity, price or location by using the search filters will save you time in setting up individual alerts. The following will trigger an alert **if a single price within the group changes**, depending on the selected type and criteria.

- Assessment Published Alert – notifies you when a new price assessment has been published
- Price Change Alert – notifies you when the price changes from the previous assessment

- Advanced Alert – notifies you when the selected price field reaches the following criteria:
    - Low/Mid/High goes above or below a specified price
    - Low/Mid/High increases or decreases by a specified absolute value
    - Low/Mid/High increases or decreases by a percentage value

CREATE NEW ALERT ✕

Search price groups...

Filters applied: Hide Filters

Product: Aluminium P1020A ✕   Location: Rotterdam ✕

⚠ All current and future prices matching these filters will be included in the alert group

Search Results   Displaying 4 results

☆ MB-AL-0293
Aluminium P1020A monthly average midpoint, spot premium, in-whs dup Rotterdam, €/tonne
Aluminium, Aluminium P1020A, Rotterdam, Metal Bulletin

☆ MB-AL-0294
Aluminium P1020A monthly average midpoint, spot premium, in-whs dp Rotterdam, €/tonne
Aluminium, Aluminium P1020A, Rotterdam, Metal Bulletin

★ MB-AL-0004
Aluminium P1020A premium, in-whs dp Rotterdam, $/tonne
Aluminium, Aluminium P1020A, Rotterdam, Metal Bulletin

☆ MB-AL-0346
Aluminium P1020A premium, in-whs dup Rotterdam, $/tonne
Aluminium, Aluminium P1020A, Rotterdam, Metal Bulletin

Step 2 of 3   Previous   **Next**

CREATE NEW ALERT ✕

Search price groups...

Filters applied: Hide Filters

Location: Rotterdam ✕   Commodity: Aluminium ✕

⚠ All current and future prices matching these filters will be included in the alert group

Search Results   Displaying 3 results

★ MB-AL-0004
Aluminium P1020A premium, in-whs dp Rotterdam, $/tonne
Aluminium, Aluminium P1020A, Rotterdam, Metal Bulletin

☆ MB-AL-0002
Aluminium 6063 extrusion billet premium, in-whs dp Rotterdam, $/tonne
Aluminium, Aluminum 6063 Extrusion Billet, Rotterdam, Metal Bulletin

☆ MB-AL-0346
Aluminium P1020A premium, in-whs dup Rotterdam, $/tonne
Aluminium, Aluminium P1020A, Rotterdam, Metal Bulletin
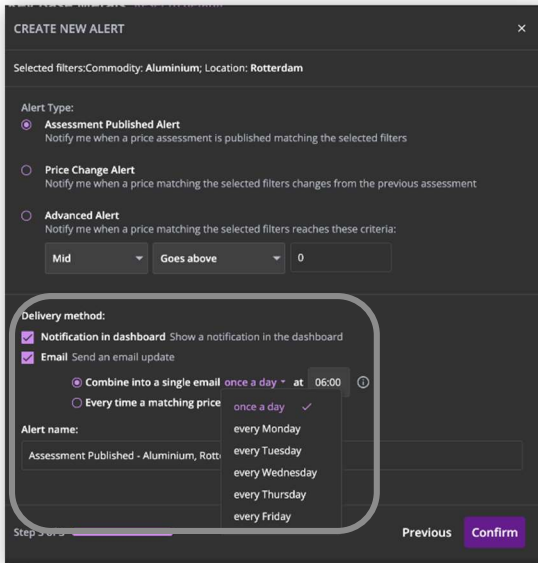
Step 2 of 3   Previous   **Next**

To create an alert for a group of prices (such as aluminium P1020A premiums in Rotterdam, as in this example) click Alerts > Create New Alert > Price Group Alert.

Use the search filters to create a price group.

Search for a group of prices such as Aluminium: Rotterdam.

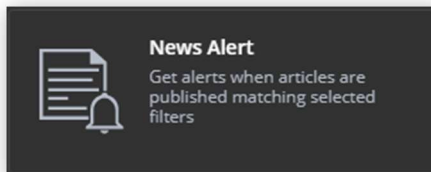This results in the prices we're focused on so click Next.

The Alert Type window allows you to choose your alert type, and you can also choose to batch alerts in the Delivery method section. You can choose when to have the alert sent, such as every day or the same day each week, and which particular time. Click Confirm.

The price table delivered via email for the batched alerts is the same as the price tables delivered in the newsletters including symbol, description, low-high range and monthly average.
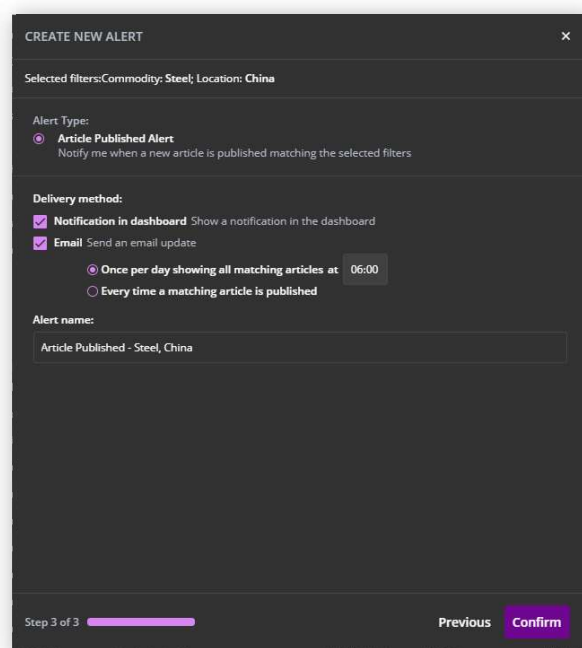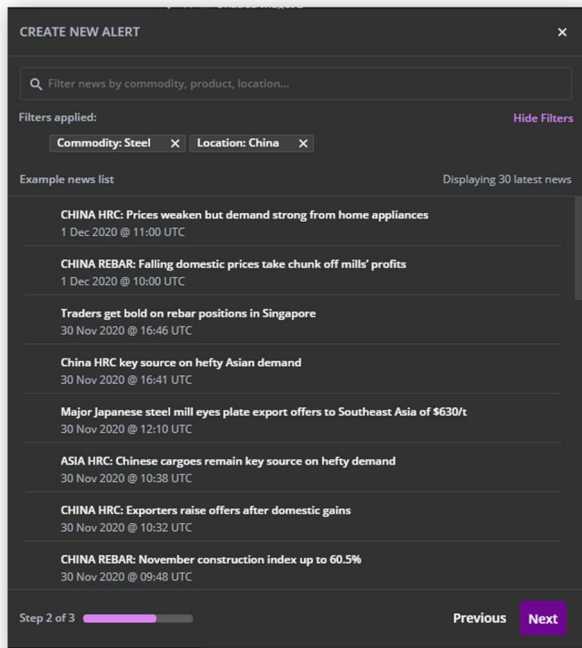
CREATE NEWS ALERTS

You can create news alerts to ensure you do not miss any articles on chosen markets, topics or keywords. To create a news alert – for example, for articles on Chinese Steel – click Alerts > Create New Alert > News Alert.

Use the search filters to find Steel (Commodity) and China (Location), as shown in the following screenshot on the left, or search by keyword. The Alert Type will be set to Article Published Alert. Then select how to receive the alert – either in the Dashboard or by email.

For email delivery choose to either receive an alert **Once per day showing all matching articles at** and set the time you wish to receive them or **Every time a matching article is published** for individual article email alerts.
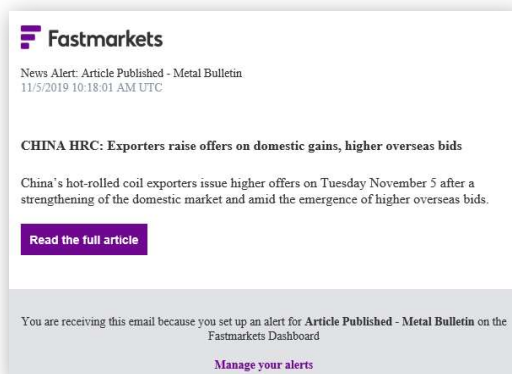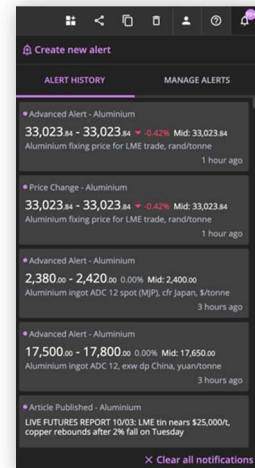
You can rename the alert in the "Alert name" field, as shown in the following screenshot on the right.

VIEW TRIGGERED ALERTS

Alerts can be delivered by email and/or within the Dashboard. If "Notification in dashboard" is selected, the Alerts icon will appear in a purple circle with the number of alerts that have been triggered. When the Alerts menu is opened, the triggered alerts appear with a purple dot next to them, as shown at left. When the Alerts menu is closed, the triggered alert icon will disappear.

If "Email" is selected, the Alert name will appear in the email subject line and at the top of the email body text. All email notifications will contain the date and time the alert was triggered and the alert name.
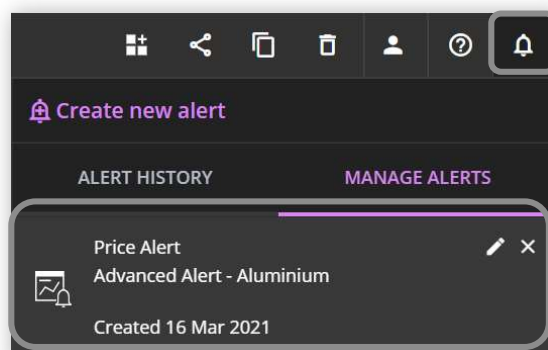

News alerts will contain the headline and short description, with a link to return to the Dashboard web version to read the full article. Price alerts will display the symbol and name (description field), date, latest assessment price, percentage change from previous assessment as well as monthly average price and pricing rationale.

Price email alerts contain a link to open the price in a price overview window, which can then be added to the user's preferred workspace and widget.

EDIT AND DELETE ALERTS

To edit an alert, click the alert icon again and choose Manage Alerts. Your list of alerts are listed under the Manage Alerts window. Click on the pencil in the alert to make any changes. Click Confirm to save the changes. This only works for new alerts set up recently. (Please note any alerts created prior to the release of version 1.65.7155 in March 2021 cannot be edited.)

Other links:

You might also be interested in viewing the user guides for; News, Search, Comparing Prices, Market Pages and Newsletters.

FURTHER HELP

If after reading these instructions you have further questions about how to use the Fastmarkets Dashboard, please contact our Customer Success teams or for access/order queries our Client Services team:

- ➢ **Europe, Middle East and Africa: +44 20 3855 5581**
- ➢ **Asia: +65 31 633 458**
- ➢ **Americas: +1 708 329 2641**
- ➢ **Customer Success Email:** customersuccess@fastmarkets.com
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