

# Manufacturer guide to utilizing SpecAlert

SpecAlert - Windows Internet Explorer  
http://specalert.co.nz/

home logout

## Welcome to SpecAlert

SpecAlert is a new and exciting opportunity for the specifier and the building product supplier to interact and dramatically increase the opportunity for specified products to remain specified on projects.

SpecAlert is available to all approved building products and services suppliers. SpecAlert is a very simple and extremely quick method for the specifier to alert the building product supplier that their product has been specified on a project and who the next contact is, especially important if the specifier will no longer be involved in the project.

SpecAlert is a direct link between the specifier and the building product supplier with no other entity involved. The web based SpecAlert form can be filled in and sent by the specifier in under 1 minute.

For more information or to become part of SpecAlert please [contact Aimsnz](#).

**Register**  
Don't have a login? [Register here](#)

Username  
Username

Password  
.....

LOGIN

Enter predetermined username and password

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Error on page. Internet | Protected Mode: On 100%

Click here to view the exporting screen

The screenshot shows the SpecAlert manufacturer dashboard. At the top, there is a navigation bar with links for 'home', 'my login', 'specalerts', 'reports', and 'logout'. The main content area is divided into two sections: 'Your Summary Report' and 'Your Latest SpecAlerts'. The 'Your Summary Report' section contains a table with two rows: 'SpecAlerts received this month: 1' and 'Best Specifier: SS Architectural Design Ltd (1 specalert)'. The 'Your Latest SpecAlerts' section contains a table with columns: Title, Specifier, Manufacturer, Region, Project Type, Project Stage, Sent, and a 'View' link. The 'View' link is highlighted in red. Below the table, there are two red links: 'View your SpecAlert report for this month »' and 'View all your SpecAlerts »'. Annotations with blue arrows point to various elements: 'Dashboard: showing summary report & SpecAlerts' points to the summary report table; 'Edit login details' points to the 'my login' link; 'View in detail' points to the 'View' link in the table and the 'View your SpecAlert report for this month »' link. The browser's address bar shows 'http://specalert.co.nz/manufacturer'.

home my login specalerts reports logout

**Dashboard**  
**Your Summary Report**

SpecAlerts received this month:	1
Best Specifier:	SS Architectural Design Ltd (1 specalert)

**Your Latest SpecAlerts**

Title	Specifier	Manufacturer	Region	Project Type	Project Stage	Sent	
Demo Project	SS Architectural Design Ltd (Sam Stewart)	Demo Manufacturer	northern	Residential - New	Planning	25th August, 2010	<a href="#">View</a>

[View your SpecAlert report for this month »](#)

[View all your SpecAlerts »](#)

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# Manufacturers home page - Dashboard



### Your SpecAlerts

<input type="checkbox"/>	Title	Specifier	Manufacturer	Region	Project Type	Project Stage	Sent	
<input checked="" type="checkbox"/>	Demo Project	SS Architectural Design Ltd (Sam Stewart)	Demo Manufacturer	northern	Residential - New	Planning	25th August, 2010	<a href="#">View</a>

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Select which SpecAlerts you wish to export

Click export once selection is made

View in read-only format

# Exporting screen "specalerts" tab

Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

A1 Project Name

export\_specalerts [Read-Only]

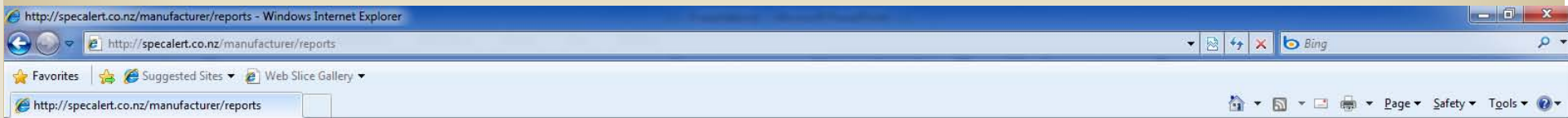
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Project Name	Project Type	Project Status	Approx sq	Products	Specifier	Contact	Email	Address	Address Line	Region	Start Date	Consent	Consent #	General C	Follow Up	Follow Up
2	Demo Pro	Residenti	Planning	500	Product 1	SS Archite	Sam Stew	info@aim	Demo Pro	123 Main	northern	#####	Yes	ABC 123	General n	builder	John Woo
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Line 1 is the title,  
line 2 is the data.

Cut & paste any data  
straight into your CRM  
software

Ready 100%

# Excel exporting in csv formatting



home my login specalerts reports logout

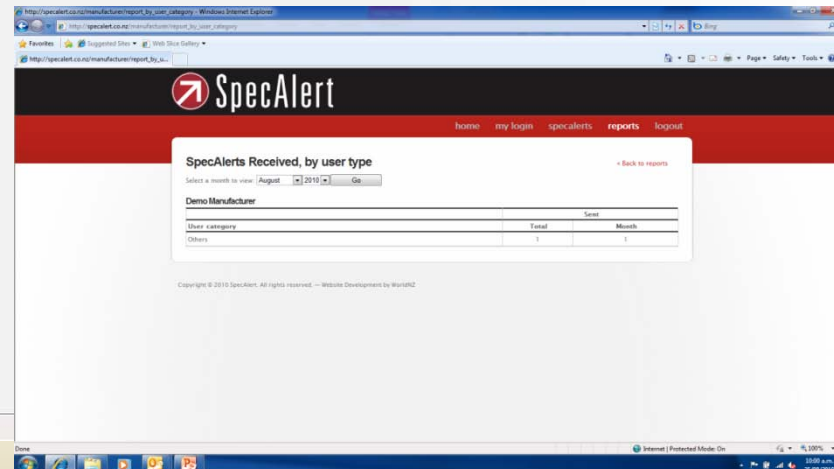
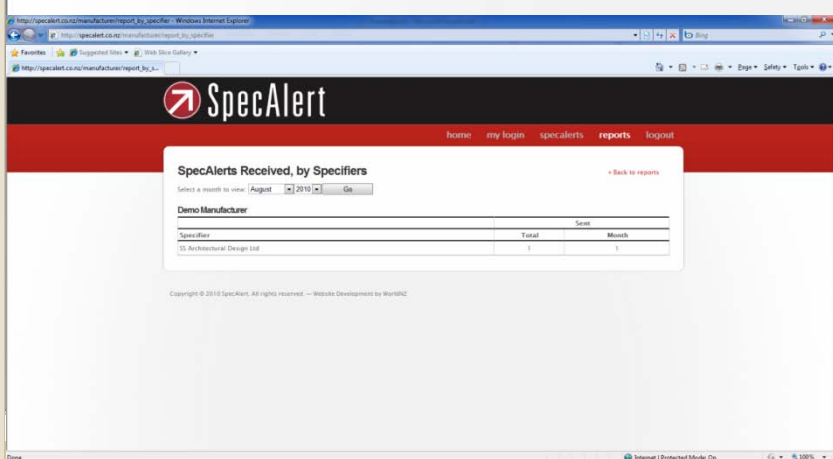
Reporting options

### Reports

- Report SpecAlerts by specifier
- Report SpecAlerts by specifier type

Examples

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On screen Reporting