sparkroom

Lead Provider Walkthrough – Form Post Instructions Alert

Version Updates:

Version 1	- Initial walkthrough for Lead Providers to subscribe themselves to the FPI Alert emails.

About this Document:

Sparkroom gives Lead Provider users the ability to subscribe themselves to an emailed notification indicating when Sparkroom hosted Lead Buyer Form Post Instructions (FPI) have been updated. When a Lead Buyer makes an update in Sparkroom that would be reflected in the FPI, an email will be delivered to the Lead Provider users around midnight (ET) of that day.

Updates that can trigger this alert email include:

- Campus activation/deactivation
- Program activation/deactivation
- Zip code additions/removals
- Changes to form fields:
    - Additions
    - Removals
    - Validation changes
    - Dropdown value listings
- Document additions/removals
- Changes to copy:
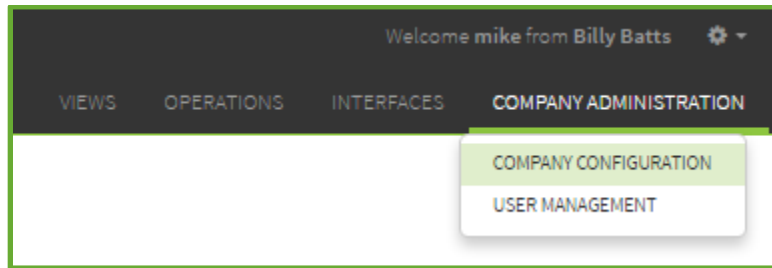   - School
    - Program
    - Disclosure

Do you have a user account with Sparkroom?

In order to subscribe to this alert you will need to be setup with a user account within Sparkroom. If you do not have an account, please email support@sparkroom.com to be setup. Users within your company that already have access to Sparkroom are also able to create a user account for you.
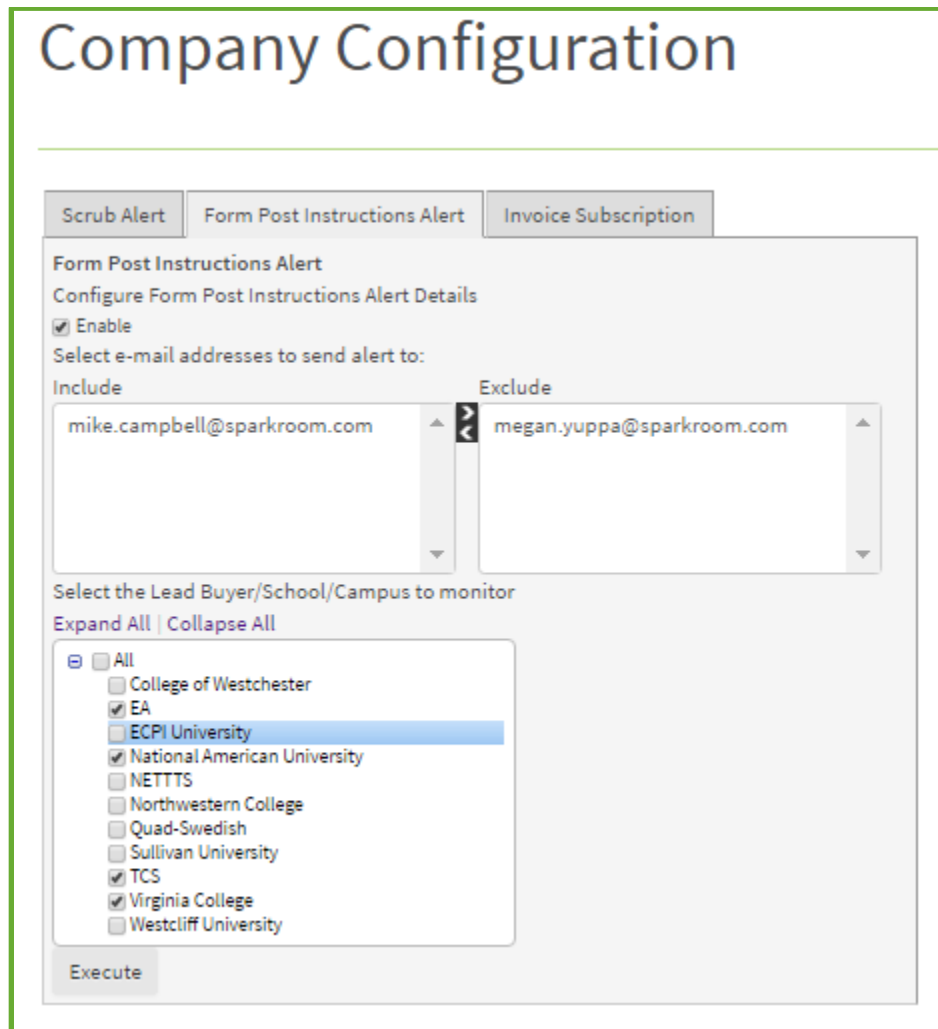
You can find the Sparkroom platform here: https://leadiq.sparkroom.com

Subscribing to the Alert:

Once in Sparkroom, go to **COMPANY ADMINISTRATION → COMPANY CONFIGURATION**:

1. On the **Company Configuration** screen, select the **Form Post Instructions** Alert tab:

2. Select the **Enable** checkbox and you'll be able to:

   a. Move user email addresses from the Exclude column to the Include column.

   b. Select the Lead Buyers that you'd like to receive FPI update alert emails for.

3. Once done, click the **Save** button at the bottom of the screen.

Format of the Alert Email:

▶ The email will be sent from ***alerts@sparkroomalerts.com***.

  o Depending on your email server, emails may be routed to spam/junk.

▶ The subject line will be in the format of:

  o Form Post Instructions Alert from "Lead Buyer Name(s)"

▶ The email will contain a table with the following information:

  o Lead Buyer name

  o Change Date

  o Change Type

  o Changed Object

  o Change Description

Lead Buyer Name	change date	change type	changed object	change description
Lead Buyer Name	2/3/2017 12:24	Program updated	BA Business Management	Program attribute [status] updated from value [INACTIVE] to value [ACTIVE]
Lead Buyer Name	2/3/2017 12:24	Program updated	BS Computer Science	Program attribute [status] updated from value [ACTIVE] to value [INACTIVE]
Lead Buyer Name	2/3/2017 12:24	Campus updated	Paramus, NJ	ZIP/Postal Code attribute [10925] deleted
Lead Buyer Name	2/3/2017 12:24	Campus updated	Paramus, NJ	ZIP/Postal Code attribute [10924] added
Lead Buyer Name	2/3/2017 12:23	Campus updated	Paramus, NJ	School Campus attribute [status] updated from value [INACTIVE] to value [ACTIVE]
Lead Buyer Name	2/3/2017 12:23	Campus updated	Charlotte, NC	School Campus attribute [status] updated from value [ACTIVE] to value [INACTIVE]
Lead Buyer Name	2/3/2017 9:32	Document created	Hot Transfer Advisors 020317.xlsx	School Campus [Hot Transfer Advisors 020317.xlsx] created
Lead Buyer Name	2/3/2017 9:32	Document updated	Hot Transfer Advisors 020317.xlsx	School Campus attribute [company] added with value []