## Alerts

**Step 1:** Identify the 'Quantity' and 'Reorder Level' fields in your Bagel Inventory List (Table 1).

**Step 2:** Create a formula that compares the 'Quantity' of each item to its 'Reorder Level'. If the 'Quantity' is less than or equal to the 'Reorder Level', the formula should return a value that indicates the item needs to be reordered.

**Step 3:** Set up an alert that triggers when the formula returns a value indicating that an item needs to be reordered. The alert could be an email, a pop-up notification, or any other type of alert that is appropriate for your system.

**Step 4:** Specify the recipients of the alert. This should be the personnel responsible for reordering items.

**Step 5:** Test the alert to make sure it triggers correctly and the notifications are sent to the right people.

**Low Inventory Alert:** Similar to the reorder alert, you can set up an alert that triggers when the 'Quantity' of an item falls below a certain threshold. This can help you avoid running out of popular items.

**Sales Trend Alert:** Analyze your sales data to identify trends. Set up an alert that triggers when sales of a particular item increase or decrease significantly. This can help you respond quickly to changes in customer demand.

**Expiry Date Alert:** For the Production List (Table 3), set up an alert that triggers when the 'Expiry Date' of a batch is approaching. This can help you ensure that products are sold or used before they expire.

**Transaction Alert:** For the Transaction History List (Table 8), set up an alert that triggers when a large transaction occurs. This can help you monitor for unusual activity.

Remember, the key to effective alerts is to make sure they provide useful information and prompt appropriate action. Too many alerts, or alerts that don't provide actionable information, can lead to alert fatigue and may be ignored. Let me know if you need further assistance!