1. Go to <http://commercial.staging.hansoninc.com/foam/literature/index.aspx> and subscribe to the email list.
2. Run the application that I am attaching to this email(ScheduledNotificationKickoff.exe). (This is the application that will be run by Windows Scheduled Tasks every quarter)
3. Go to <http://ws.staging.hansoninc.com> and login using the credentials of admin/BrejEx
4. Go to the Notification Service page and choose the site that it is for and the batch that was run.
5. By now you should have gotten the original email so just check to make sure
6. Go to the Sent To “Tab” of the Notification Service in the web service admin and resend the email to yourself.