How to Create Alerts

The Alerts tool enables users to create notifications that trigger when their Views data has changed in a specified way. Alerts can be based on either a saved search or a statistic query and can be configured to run at regular intervals.

To use the Alerts tool, it first needs to be enabled by an Administrator. This can be done with the following process:

- Hover over **My Account** and select **Administration**

- Select **Alerts** from the Tools section on the left-hand side

- Click on the **Actions** button and select **Configure Alerts**

- Change **Alerts** to **Enabled** and then click **Submit**

Users can now begin creating alerts with this process:

- Hover over **My Account** and select **Alerts**

- Click on the plus   **+**   icon

- Enter a **Name** and **Description** for the Alert

- Under **Notification Method,** choose whether to receive an in-system notification and/or an email notification whenever the Alert is triggered

- Under **Frequency,** choose how often you would like the system to check if the alert has been triggered

- Under **Method,** choose whether you would like to base the alert on a **Statistic** or an **Advanced Search**

- Click **Add**

- Choose either the Statistic query or Search criteria that you would like to base the alert on. The alert will be triggered whenever the list of records that is picked out by the statistic or search is changed. For example, if your search query is 'Staff: Gender = Female', the alert will be triggered whenever a new female Staff member is added to the account

- Click **Save**