Alerts can be set for changes to any scorecard object in the application.

Click on **Home** at the top of the navigation Menu. And then on **Alerts** in the sub-menu.

The Alerts panel will appear on the right hand side of the screen.

Click on **Edit Subscriptions**. You will be taken to Alerts settings. You can receive alerts immediately, every night or every week, select one.

Click on + **Add** to add an alert. Alerts can be sent on a **Score** change, a **Measure Value** change or a **Note** being added, select one.
The Alert subscription dialogue box will appear:

To add an alert, do the following:
1. Select a Scorecard from the list on the left
2. Select an element from the list on the right
3. Select the comparator from Set Subscriptions and add a value
4. Click on the blue **Add** button

The alert will be added to your Alerts List: