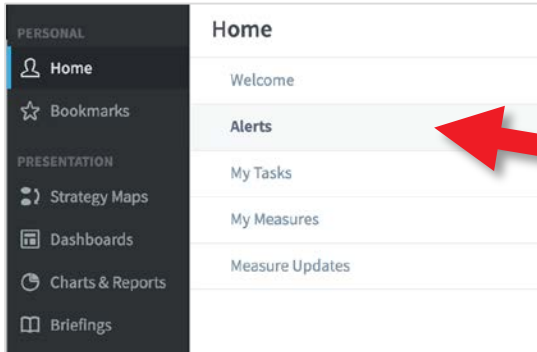




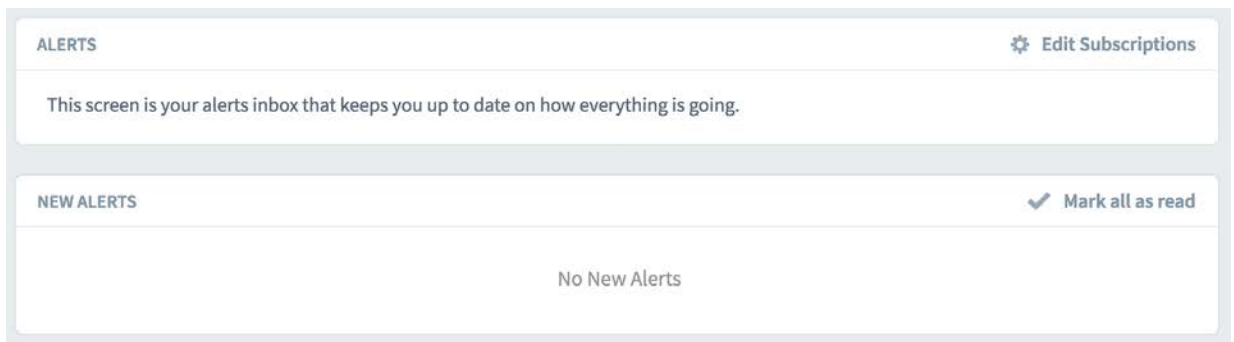
# Setting Alerts - 1

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

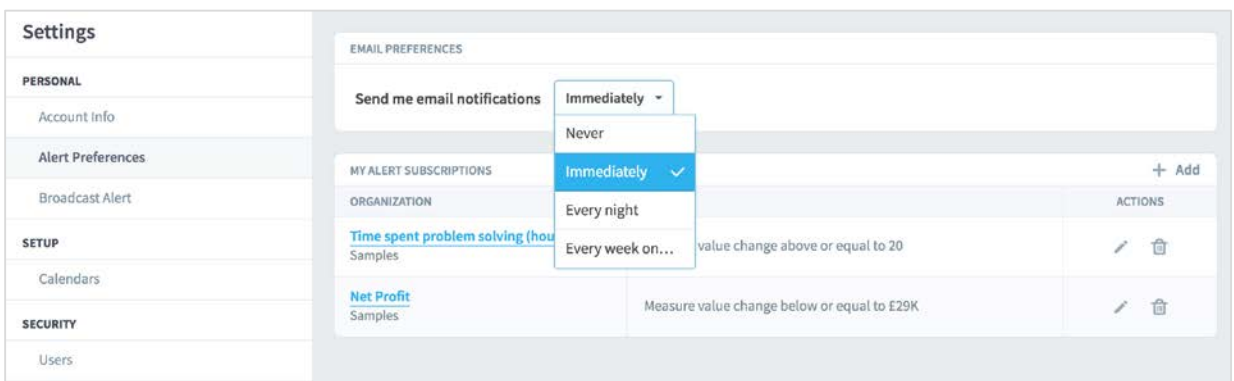


Click on **Home** at the top of the navigation Menu. And then on **Alerts** in the sub-menu.

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.



# Setting Alerts - 2

The Alert subscription dialogue box will appear:

MY ALERT SUBSCRIPTIONS

### Add Metric Value Change Subscription

This creates an alert to notify you when this metric's value falls above or below a value you choose.

SELECT A SCORECARD ITEM

Find

- International Limited
- Department 1
- Department 2
- Samples
- Marketing
- Sales

Find

HQ Scorecard

- ▲ Financial
  - Improve Profit
  - Profit
- ▲ Customer
- ▲ Internal Processes

SET SUBSCRIPTION SETTINGS

Send an alert when metric is   £

Cancel 4

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 a comparator from Set Subscriptions and add a value
4. Click on the blue **Add** button

The alert will be added to your Alerts List:

MY ALERT SUBSCRIPTIONS		+ Add
ORGANIZATION	RULE	ACTIONS
<a href="#">Profit</a> International Limited	Metric value change below or equal to £35K	