

HOW TO ADD AND MODIFY CUSTOM ALERTS

HOW TO ADD A CUSTOM ALERT

1. Hover over the **Administration** tab, then click on **Communications**
2. Click on **Manage Alerts**
3. Click the **Custom** tab
4. Click the **Add New Alert** link in blue
5. Enter an appropriate subject in the **Subject** field
6. Enter an appropriate message in the **Alert Message** field
7. Click the check box for each option you wish to have the alert sent to
8. Select the **Frequency** for which you want to receive the alert
9. Enter a date for which you want to begin receiving the alert in the **Next Send On** field or click the calendar icon to select a date
10. Click **Add Alert**

HOW TO MODIFY A CUSTOM ALERT

1. Hover over the **Administration** tab, then click on **Communications**
2. Click on **Manage Alerts**
3. Click the **Custom** tab
4. Click the **Change/Delete** link next to the alert you wish to modify
5. If selected Change:
6. Modify the alert criteria as needed and click **Save Alert**