Account Alerts

Alert subscriptions that are mandatory cannot be deleted. Mandatory alert subscriptions always appear with a checkmark before the name instead of a check box and do not have a **Delete** link.

Add an Account Alert

1. Click **Administration > Communications > Manage alerts**.
2. Click the **Account Alerts** tab.
3. Select an account.
4. Click the **Add** link next to the alert subscription you want to add. The table row expands, showing the alert description and delivery options.
5. Enter alert criteria if applicable.
6. Click the check box associated with each **Send To** option to which you want the alert sent. The **Send To** column does not appear if you do not have an e-mail or mobile telephone (if applicable) defined.
7. Click **Add alert**.

Add or Delete Multiple Account Alerts

1. Click **Administration > Manage alerts**.
2. Click the **Account Alerts** tab.
3. Click the **Set Up Account Alerts** link.
4. Click the **Alert** arrow, select an alert, and then click **Go**.
5. Select the **Destinations** as appropriate.
6. Select or de-select the **Accounts** as appropriate.
7. Click **Save changes**.

Change an Account Alert

1. Select an account.
2. Click the **Change** link next to the alert subscription you want to modify.
3. Modify the alert criteria as needed.
4. Change the **Send To** options as appropriate. The **Send To** column does not appear if you do not have an e-mail or mobile telephone (if applicable) defined.
5. Click **Save alert**.

Delete an Account Alert

1. Select an account.
2. Click the **Delete link** next to the alert subscription you want to delete.

Add a Custom Alert

1. Click **Administration > Manage alerts**.
2. Click the **Custom Alerts** tab.
3. Click the **Add new alert link**.
4. Enter alert criteria if applicable.
5. Enter an appropriate subject in the **Subject** field.
6. Enter an appropriate message in the **Alert message** field.
7. Select the **Frequency** in which you want to receive the alert.
8. Enter a date in the **Next send on** field, or click the calendar icon and select a date. This is the date when you will begin receiving the alert.
9. Click the check box associated with each **Send To** option to which you want the alert sent. The **Send to** column does not appear if you do not have an e-mail or mobile telephone (if applicable) defined.
10. Click **Add alert**.

Change a Custom Alert

1. Click **Administration > Manage alerts**.
2. Click the **Custom Alerts** tab.
3. Click the Change link next to the alert you want to modify.
4. Modify the alert criteria as needed.
5. Change the Send to options as appropriate. The **Send To** column does not appear if you do not have an e-mail or mobile telephone (if applicable) defined.
6. Click **Save alert**.

Delete a Custom Alert

1. Click **Administration > Manage alerts**.
2. Click the **Custom Alerts** tab.
3. Click the **Delete link** next to the alert subscription you want to delete.
4. Click **Delete alert**.

Add a Non-Account Alert

1. Click **Administration > Manage alerts**.
2. Click the **Non-account Alerts** tab.
3. Click the **Add** link next to the alert subscription you want to add.
4. Enter alert criteria if applicable.
5. Click the check box associated with each **Send to** option to which you want the alert sent. The **Send to** column does not appear if you do not have an e-mail or mobile telephone (if applicable) defined.
6. Click **Add alert**.

Change an Non-Account Alert

1. Click **Administration > Manage alerts**.
2. Click the **Non-account Alerts** tab.
3. Click the Change link next to the alert subscription you want to modify.
4. Modify the alert criteria as needed.
5. Change the Send To options as appropriate. The **Send to** column does not appear if you do not have an e-mail or mobile telephone (if applicable) defined.
6. Click **Save alert**.

Delete a Non-Account Alert

1. Click **Administration > Manage alerts**.
2. Click the **Non-account Alerts** tab.
3. Click the **Delete** link next to the alert subscription you want to delete.