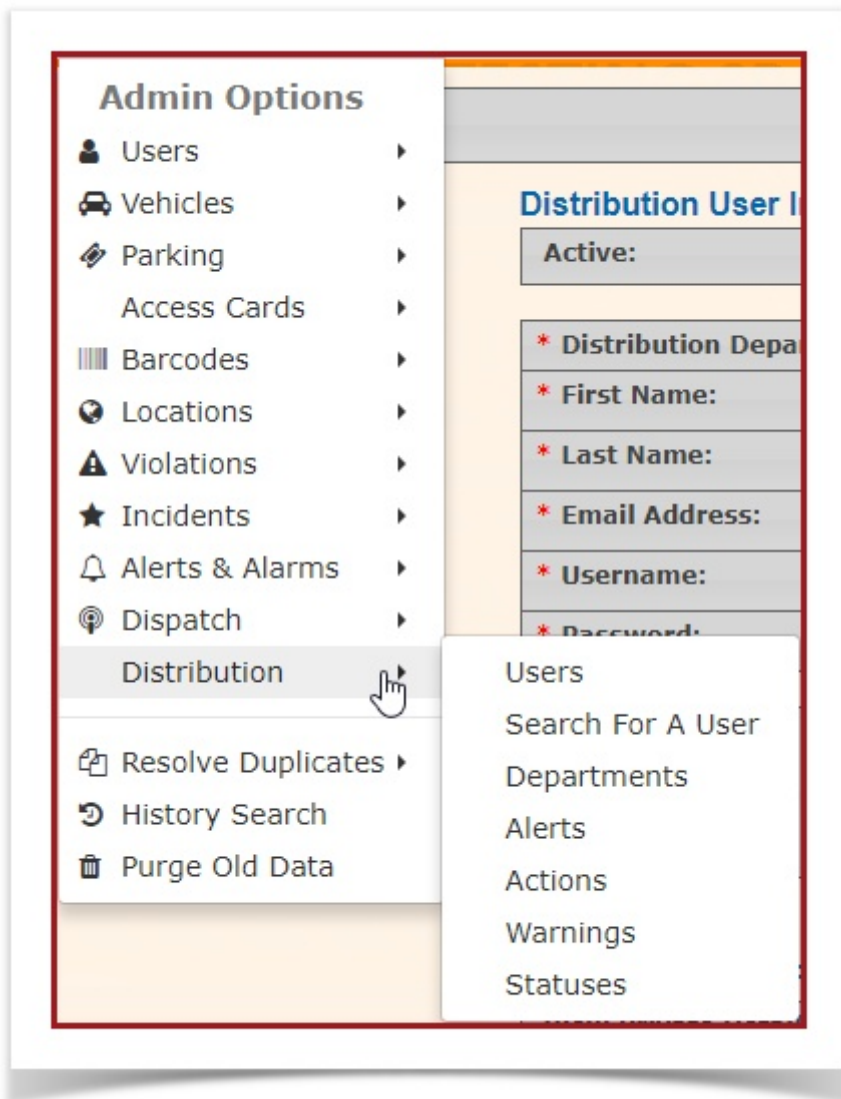
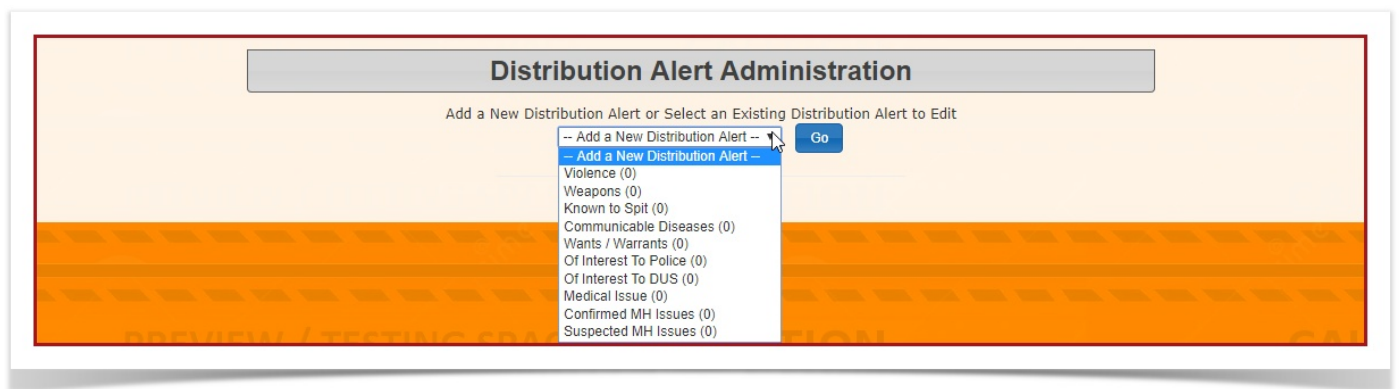


Alerts - Distribution

1. Click **Admin Options**, **Distribution** then **Alerts**.



2. The **Distribution Alert Administration** page displays. To see a list of existing Distribution Alerts, click on the drop-down menu. If you would like to **add** a new **Distribution Alert**, click on the drop-down menu, and select "**Add a New Distribution Alert**".



3. The **Distribution Alert Administration** page will refresh, with detail-options for your **new Distribution Alert**. Fill out the required information fields, and click "**Add New**".

The screenshot shows the 'Distribution Alert Administration' page with the dropdown menu set to '-- Add a New Distribution Alert --'. Below the dropdown, there is a form with the following fields: 'Alert Name:' (text box), 'Alert Colour (HEX):' (text box with value '000080'), and 'Sort Order:' (text box with value '13'). An 'Add New' button is located at the bottom right of the form.

4. To **edit** your distribution alert, click on the dropdown menu, select the alert that you want to edit and click "**Go**".

- If you want to have the Alert **visible**, enable "**Yes**". If you do not want the Alert visible, enable "**No**". To **edit** the Alert Name, click on the current alert name to edit it.
- If you want to change the Alert Colour (HEX) click on the text box beside "**Alert Colour (HEX)**".
- To change the sort order, click the box beside "**Sort Order**".
- If you would like to **delete/archive** an alert, click on the dropdown menu, select the item you want to delete and click "**Delete**".

The screenshot shows the 'Distribution Alert Administration' page with the dropdown menu set to 'Demo (0)'. Below the dropdown, there is a form with the following fields: 'Alert Visible:' (radio buttons for 'Yes' and 'No'), 'Alert Name:' (text box with value 'Demo'), 'Alert Colour (HEX):' (text box with value '000080'), and 'Sort Order:' (text box with value '13'). At the bottom right of the form, there are 'Update' and 'Delete' buttons.

Revision #2
Created 22 May 2024 08:34:52
Updated 5 May 2025 09:49:14