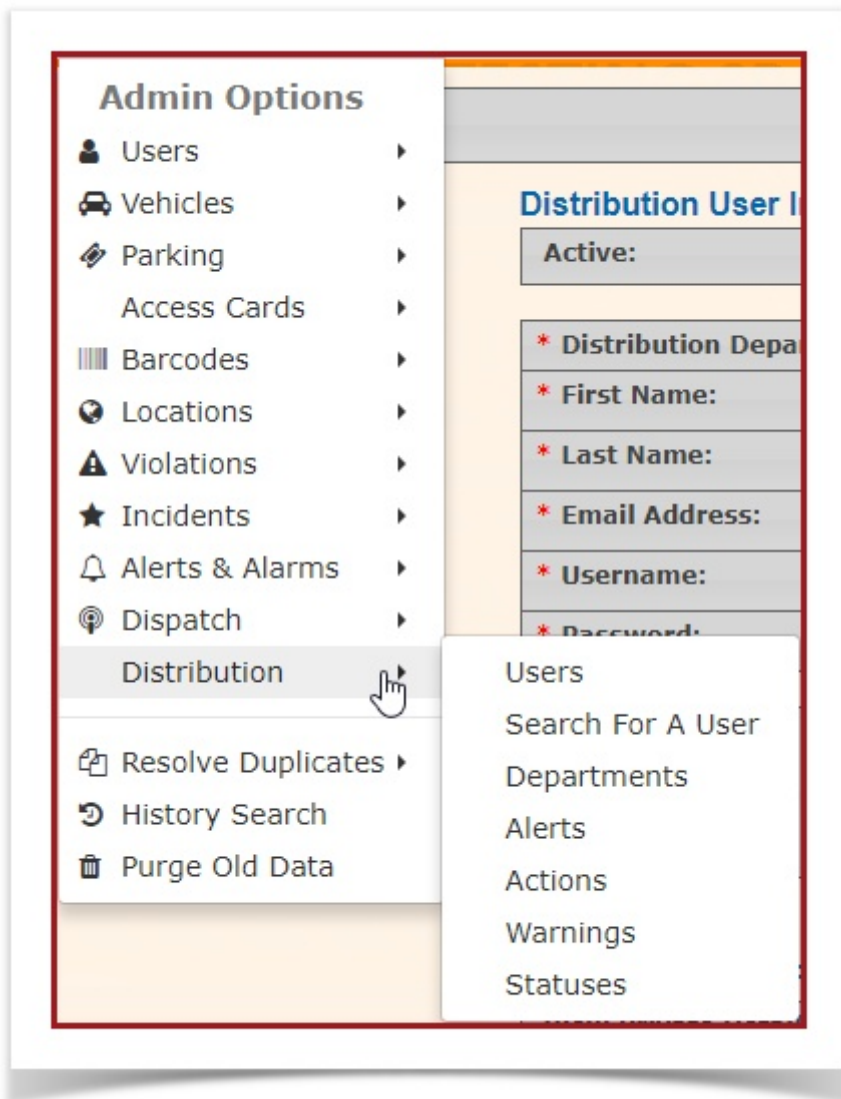
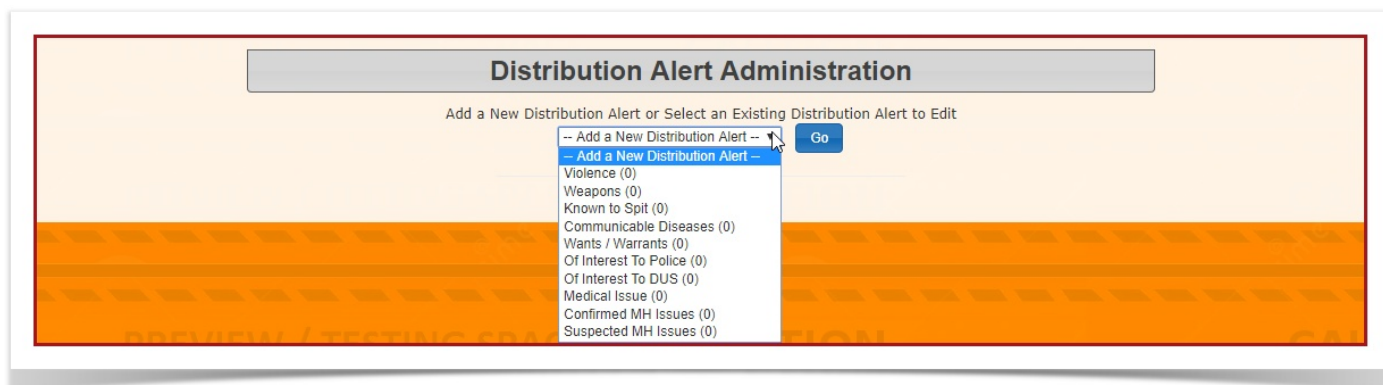


# Alerts - Distribution

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:	<input type="text"/>
Alert Colour (HEX):	<input type="text" value="000080"/>
Sort Order:	<input type="text" value="13"/>

At the bottom of the form, there is an 'Add New' button.

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:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Alert Name:	<input type="text" value="Demo"/>
Alert Colour (HEX):	<input type="text" value="000080"/>
Sort Order:	<input type="text" value="13"/>

At the bottom of the form, there are 'Update' and 'Delete' buttons.

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