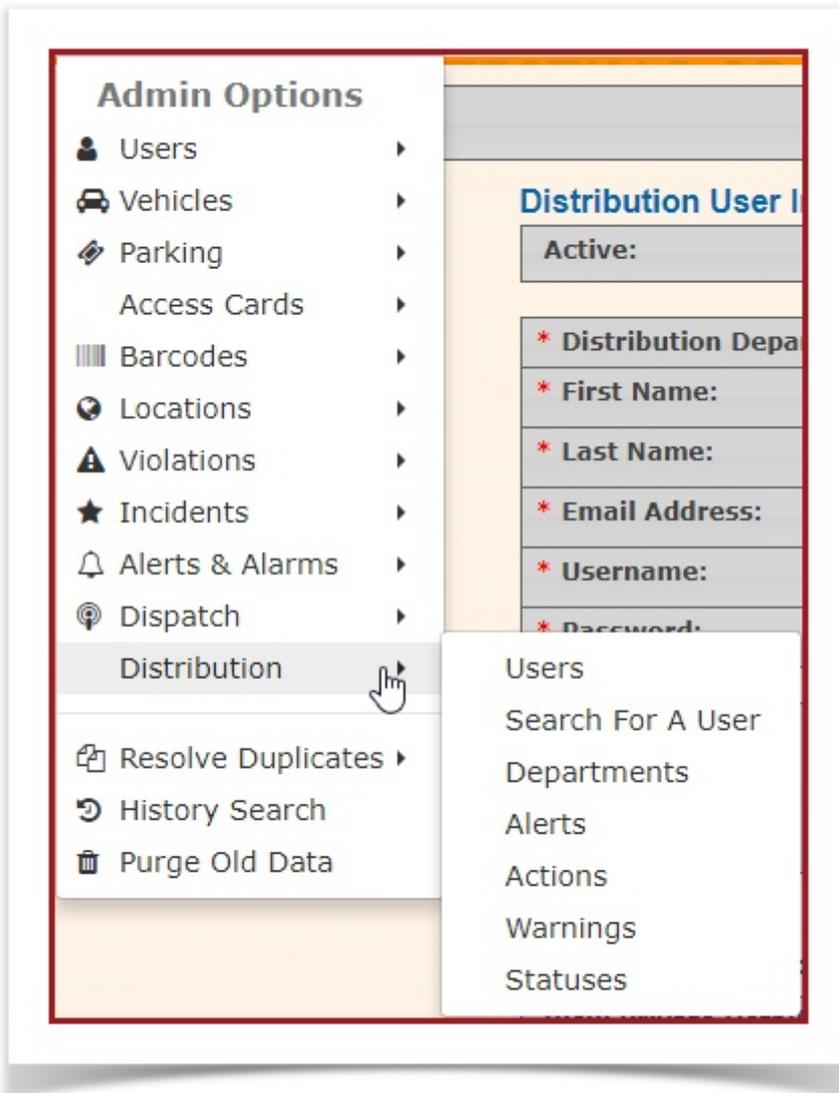
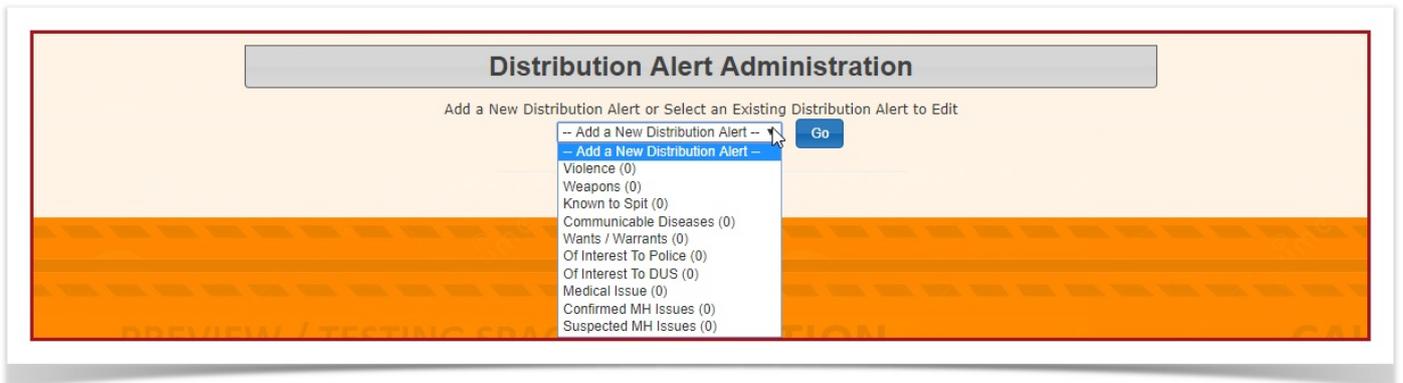


Alerts - Distribution

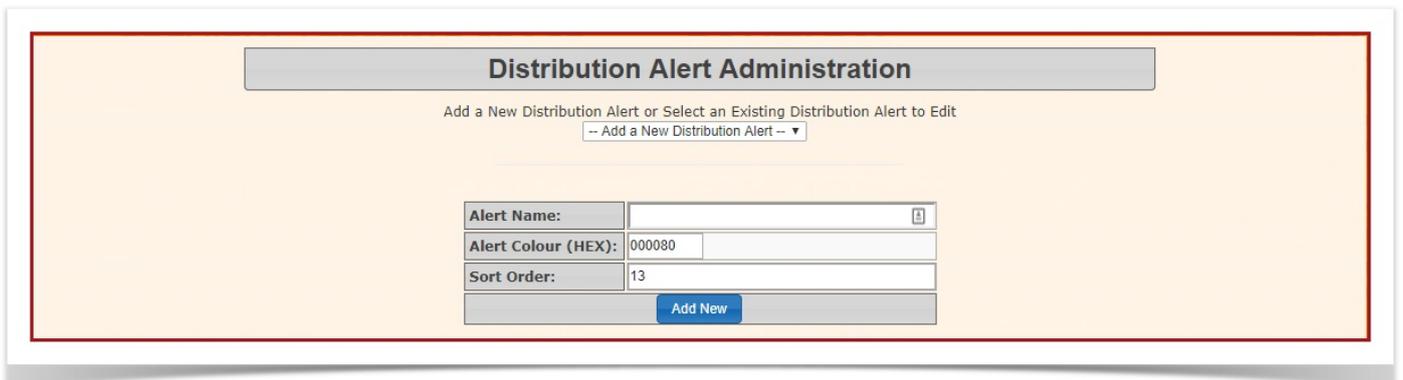
1. Click **Admin Options**, **Distribution** then **Alerts**.



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**".

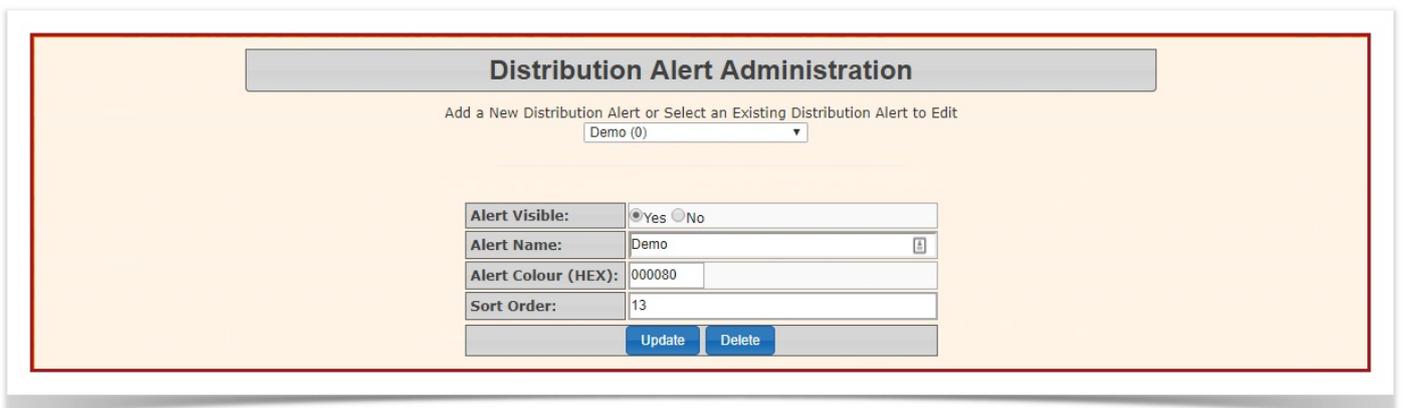


3. The **Distribution Alert Administration** page will refresh, with detail-options for your **new Distribution Alert**. Fill out the required information fields, and click "**Add New**".



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**".



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