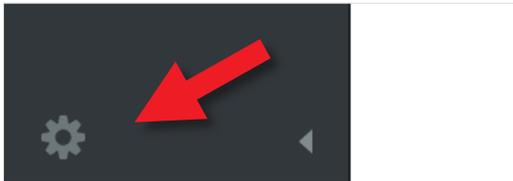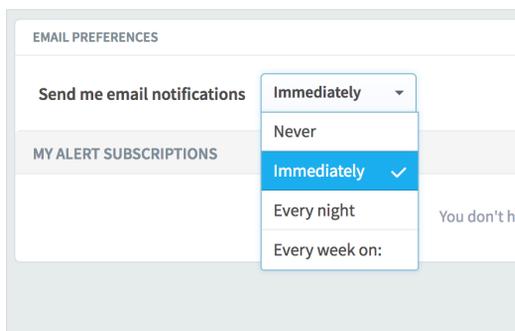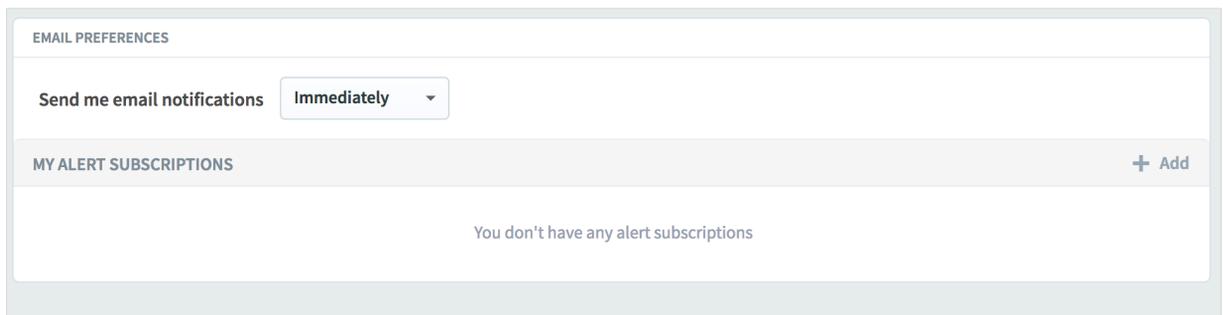Alerts can be set for changes to any scorecard object in the application. This includes Perspectives, Generic Areas, Objectives and Metrics.

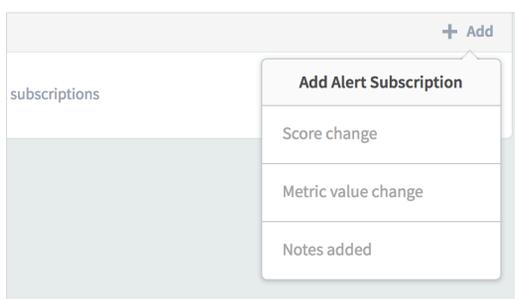Alerts are set through the Administration panel

Click on the small cog at the bottom left hand side of the screen to open the **Administration** view.

You will be presented with the **Account Information** screen. Click on **Alert Preferences** under **Personal**. You will see the following:

Alerts can be sent Immediately, Every Night, Weekly or Never.

Click on the frequency you want to receive alerts

Click on the **+ Add button** to add an alert subscription. You first need to decide if the Alert is to be based on a Score, Metric Value or Note change.

We will select Metric Value Change

The Alert subscription dialogue box will appear

To add an alert, do the following:

1. Select a Scorecard from the list on the left

2. Select an element from the list on the right

3. Select the correct drop-down and add an alert value

4. Click on the blue Add button

The alert will be added to your Alerts List:

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