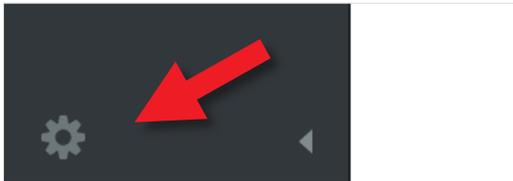




Setting Alerts - 1

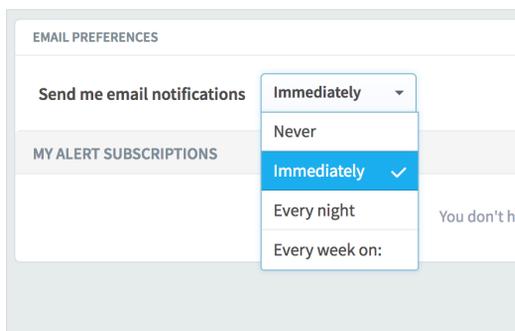
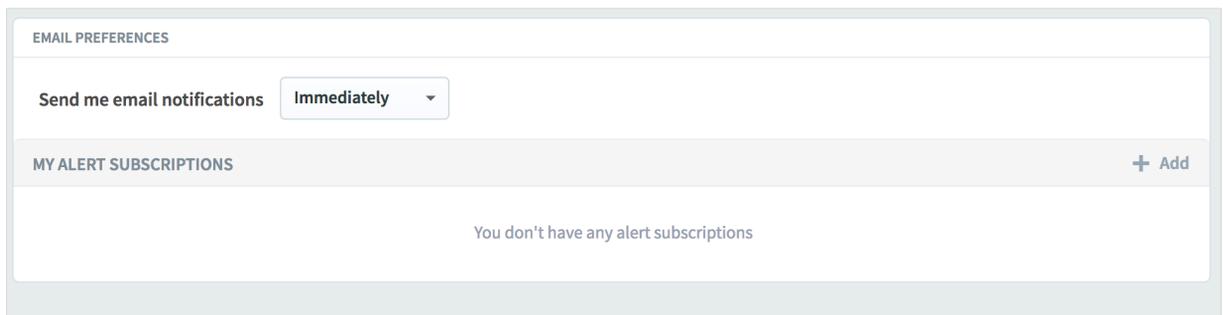
Alerts can be set for changes to any scorecard object in the application. This includes Perspectives, Generic Areas, Objectives and Metrics.

Alerts are set through the Administration panel



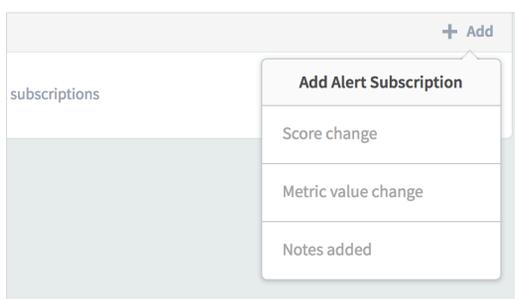
Click on the small cog at the bottom left hand side of the screen to open the Administration view.

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



Setting Alerts - 2

The Alert subscription dialogue box will appear

MY ALERT SUBSCRIPTIONS

Add Metric Value Change Subscription

This creates an alert to notify you when this metric's value falls above or below a value you choose.

SELECT A SCORECARD ITEM

Find

- International Limited
- Department 1
- Department 2
- Samples
- Marketing
- Sales

Find

- HQ Scorecard
 - Financial
 - Improve Profit
 - Profit
 - Customer
 - Internal Processes

SET SUBSCRIPTION SETTINGS

Send an alert when metric is £

Cancel

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:

MY ALERT SUBSCRIPTIONS		+ Add
ORGANIZATION	RULE	ACTIONS
Profit International Limited	Metric value change below or equal to £35K	