

Alerts

Alerts are like a **notification** which will pop up if a **certain score is triggered**, this can have any detail you wish in it.

E.g: A **Requirement** asks if an item is turned off and the auditor **selects No** , then an **Alert** will pop up with instructions on how to turn the item off.

In order to set up alerts

1. Navigate to **Templates**.
2. Select a **existing Audit** or **Create** a new one.
3. Ensure you are in **draft mode**, if you are not, click "**Create Draft**" or "**Edit Draft**".
4. Click "**Add Condition**".
5. Select "**Alerts**" in the type section.
6. A modal appears for **adding an Alert**.
7. Select a "**Score**".
8. Select a "**Colour**".
9. Give the **Alert** a **title** and **message**.
10. You can also add in a **summary** and **recommendation** although these aren't mandatory.
11. Select **Save Alert**.
12. If you are finished editing the draft click "**Publish**".



You can **modify** the view of the **dashboard** and **completed audit list** in the **report settings** so you are able to view the **Alerts** which were **triggered**. Simply click the checkbox to **hide alerts** on the **dashboard** and **completed audit list**.

