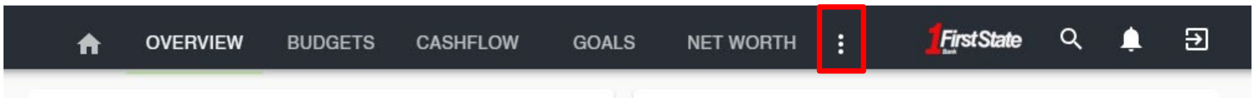
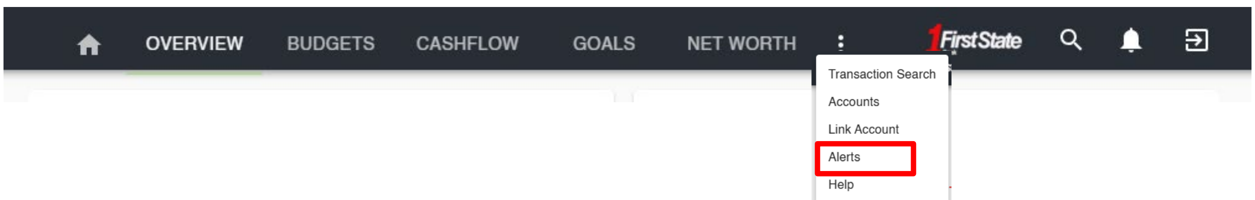
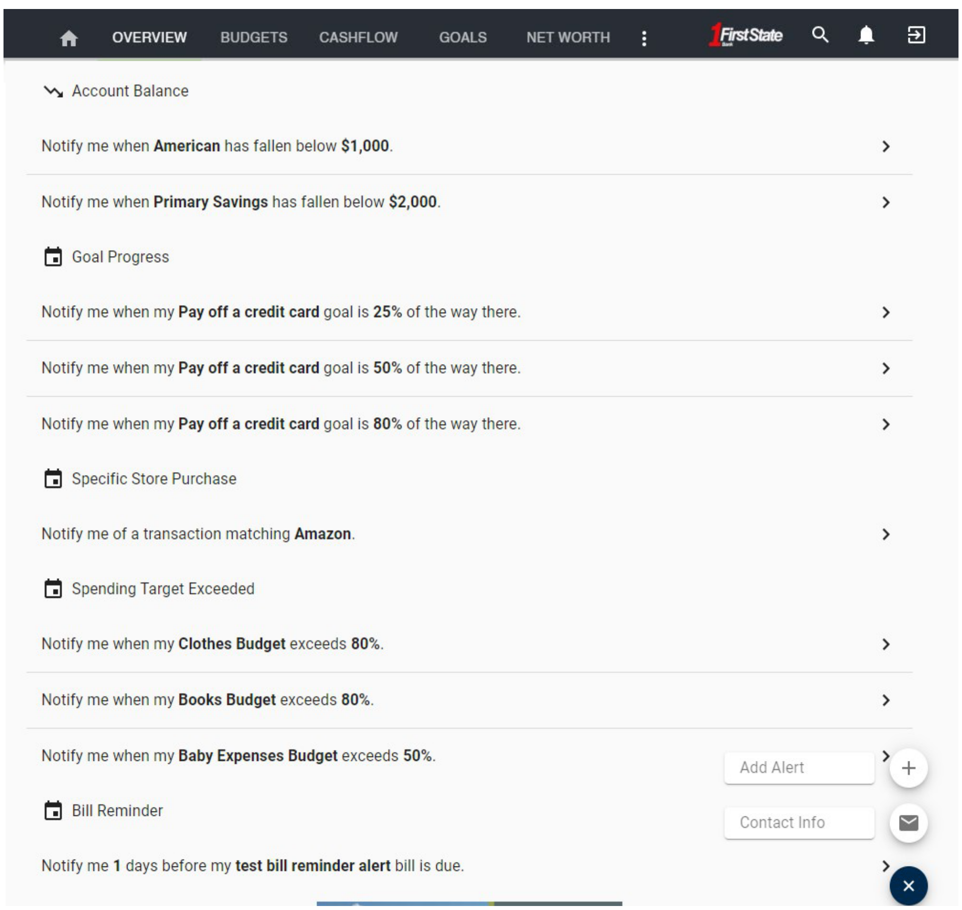
How to Add an Alert in Insights

1) Navigate to Insights and select the ellipsis (three dots) on the toolbar and select “Alerts” from the dropdown menu.



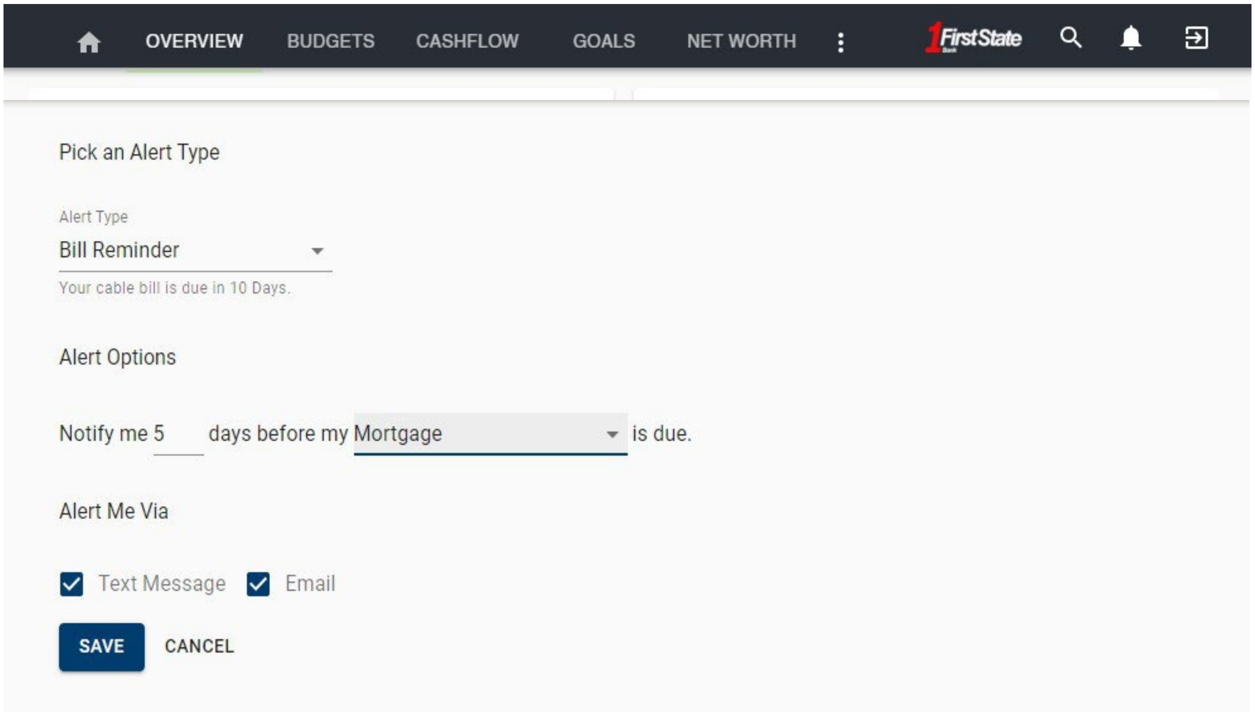


2) Click the “+” icon/button in the bottom right-hand corner of the screen. Choose “Add Alert”.



The More You Know: You can edit your Alert contact information (email address and phone number) by choosing the “+” icon and then “Contact Info”.

3) Complete the following fields to create your desired alert.



4) Click “Save”.