

## Manage Alerts

From the dash homepage, you can conveniently view alerts for the dash modules to which you have access. These alerts let you know if there are any records, listings, transactions or actions that require your attention.

Alerts are color-coded to align with the module that the alert is for and will only display if at least one item matches the alert criteria.

Alerts are located towards the top of your dash homepage.

### To View Alerts:

1. Click any of the **Alert** boxes that display on your homepage.  
  
In this example, we will click the first one – Potential Duplicate Listings.



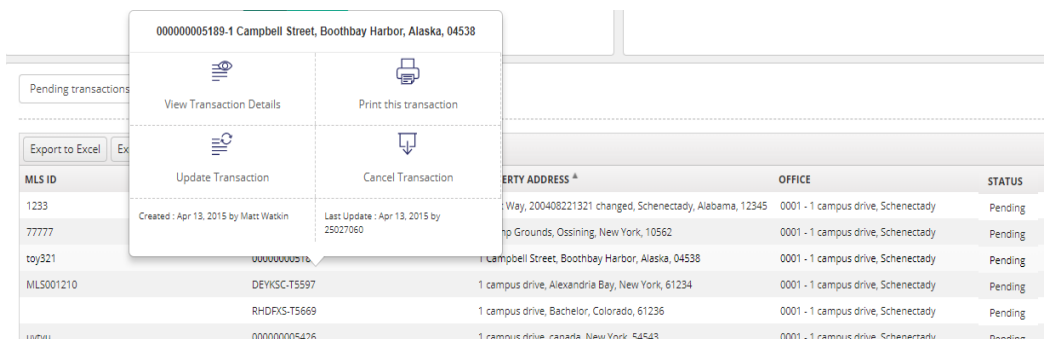
A results grid displays the records matching the alert.

Pending transactions  Set as Default Filter

Export to Excel Export to PDF

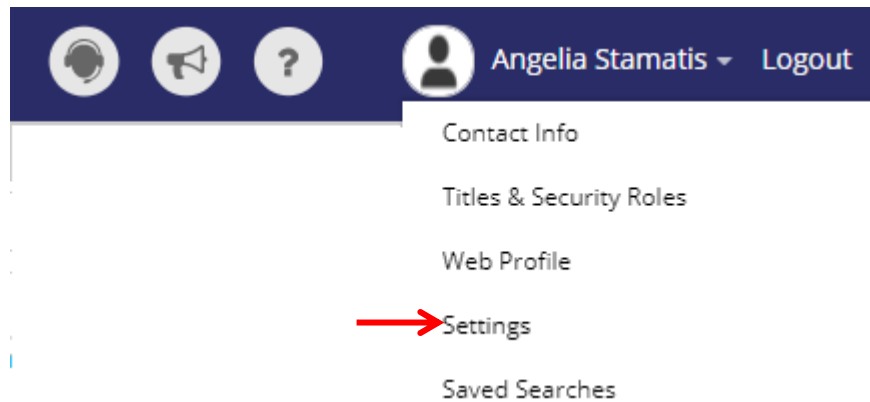
MLS ID	TRANSACTION ID	PROPERTY ADDRESS *	OFFICE	STATUS
1233	00000005042	1 Oak Way, 200408221321 changed, Schenectady, Alabama, 12345	0001 - 1 campus drive, Schenectady	Pending
77777	00000005227	1 Camp Grounds, Ossining, New York, 10562	0001 - 1 campus drive, Schenectady	Pending
toy321	00000005189	1 Campbell Street, Boothbay Harbor, Alaska, 04538	0001 - 1 campus drive, Schenectady	Pending
MLS001210	DEYKSC-T5597	1 campus drive, Alexandria Bay, New York, 61234	0001 - 1 campus drive, Schenectady	Pending
	RHDFXS-T5669	1 campus drive, Bachelor, Colorado, 61236	0001 - 1 campus drive, Schenectady	Pending
uyryu	00000005426	1 campus drive, canada, New York, 54543	0001 - 1 campus drive, Schenectady	Pending

2. Click anywhere on a result row to view **available actions** for the alert.  
  
Keep in mind that different actions are available for different types of alerts.



### To Set Up Alerts:

1. Click **your name or photo** from the dash toolbar at the top of the screen.
2. A drop down list appears. Click **Settings**.



Your Profile appears.

3. Adjust the timing in the **Alert Configurations** section to suit your needs.
4. Click **Save**.

