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:							
 Click any of the Alert boxes that display on your homepage. In this example, we will click the first one – Potential Duplicate Listings. 	ALERTS O	2 pring in 30 days Listi	73 ings without media	11 Listings without agents Drafts	3 25 will be deleted in 30 days Potential duplic	>	
A results grid displays the records matching the alert.	Pending transaction Export to Excel E MLS ID 1233 77777 toy321 MLS001210 uytyu	IS TRANSACTI XPORT TO PDF TRANSACTI 0000000052 0000000052 0000000054 DEVKSC-755 RHDFXS-756 0000000054	042 227 89 997 569	PROPERTY ADDRESS ⁴ 1 Oak Way, 200408221321 changed, Schenectad 1 Camp Grounds, Ossinling, New York, 10562 1 Campbell Street, Boothbay Harbor, Alasia, 045 1 campus drive, Bachelor, Colorado, 61236 1 campus drive, Canada, New York, 54543		y Pending y Pending y Pending y Pending	
 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. 	Pending transactions Export to Excel Ex MLS ID 1233 77777 toy321 ML5001210	00000005189-1 Campbell Street	Print this transaction Cancel Transaction Last Update: Apr 13, 2015 by 25027060 7	8 ERTY ADDRESS ⁴ Way, 200406221321 changed, Schenectady, Al p Grounds, Ossining, New York, 10562 1 campus drive, Alexandria Bay, New York, 61234 1 campus drive, Bachelor, Colorado, 61236 1 campus drive, sanada New York, 54543	OFFICE sbama, 12345 0001 - 1 campus drive, Schenettady 0001 - 1 campus drive, Schenettady	STATUS Pending Pending Pending Pending Pending Pending	

To Set Up Alerts:

 Click your name or photo from the dash toolbar at the top of the screen. A drop down list appears. Click Settings. 	Angelia Stamatis - Logout Contact Info Titles & Security Roles Web Profile Settings Saved Searches
Your Profile appears. 3. Adjust the timing in the Alert Configurations section to suit your needs. 4. Click Save.	MY PROFILE: ANGELIA STAMATIS Centext Info Tates & Security Roles Web Profile Settings Seved Searches ALERT CONFIGURATIONS 0 Image: Security Roles Seved Searches Seved Searches No. of Listings will begine within the nest 30 days Seved Searches Seved Searches No. of Instangs will be detected within the nest 30 days Seved Searches Seved Searches No. of Instangs will be detected within the nest 30 days Seved Searches Seved Searches No. of Instangs will be detected within the nest 30 days Seved Searches Seved Searches No. of Lease Agreements with Scheduled payments due within 30 days Seved Searches Seved Searches No. of Lease Agreements with scheduled payments due within 30 days Seved Searches Seved Searches No. of Lease Agreements with scheduled payments due within 30 days Seved Searches Seved Searches No. of Lease Agreements with scheduled payments due within 30 days Seved Searches Seved Searches No. of Lease Agreements with scheduled payments due within 30 days Seved Searches Seved Searches No. of Lease Agreements with past scheduled payments due within 30 days Seved Searches Seved Searches No. of Lease Agreements with past scheduled payments due withi