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.

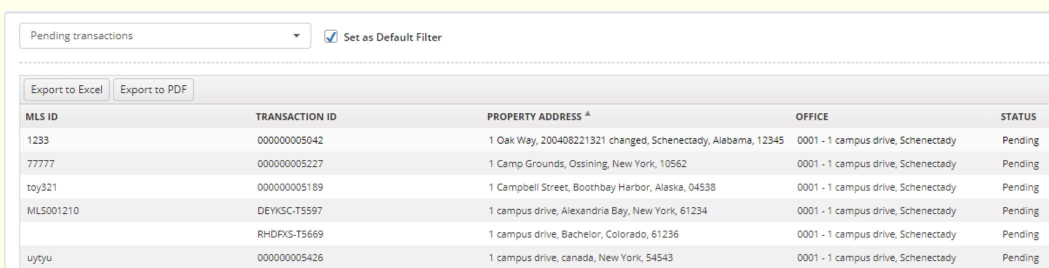
Alerts are located towards the top of your dash homepage.

To View Alerts:

1. Click any of the **Alert** boxes that display on your homepage.

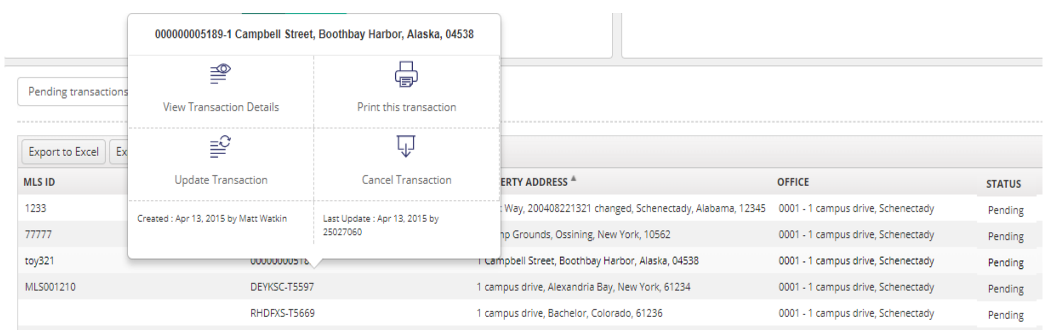
   In this example, we will click the first one – Potential Duplicate Listings.

A results grid displays the records matching the alert.



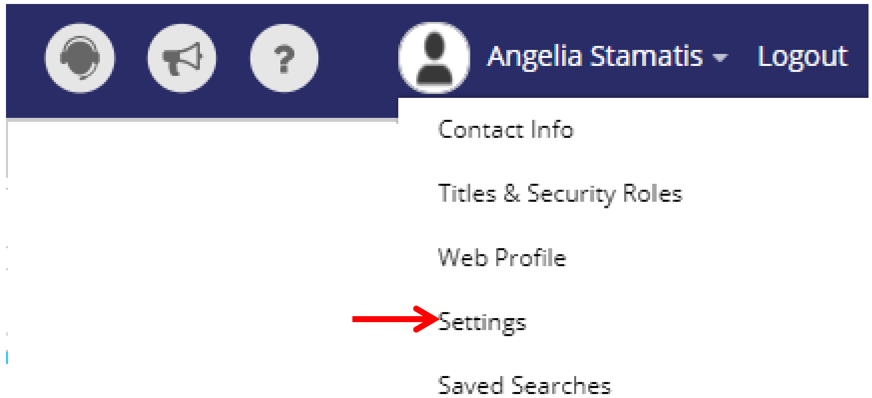
2. Click anywhere on a result row to view **available actions** for the alert.

   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**.