

DataPoint Tips:

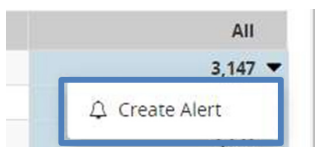
Did You Know...

Creating Alerts For Predefined Metric Levels

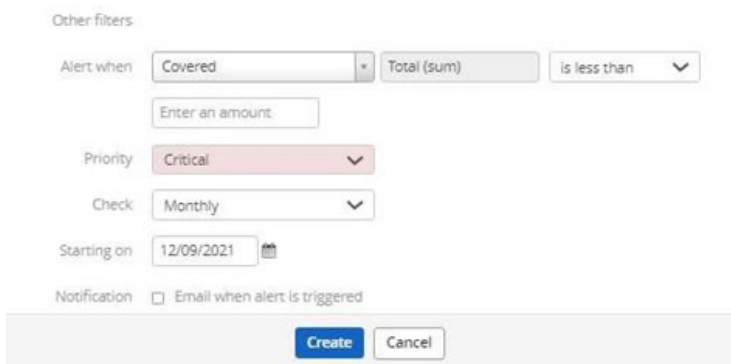
Did you know that when you have metrics you would like to keep an eye on, you can create alarms that will notify you once the metrics hit a specific level? The alarm can be set for whichever metric you want to drill down on.

How to Create an Alert:

1. Navigate to the dashboard or report you would like to review.
2. Hover over your desired metric to set up an alert. Select the down arrow to the right of the metric and choose *Create Alert*.



3. Complete the required fields and click *Create*. Please note that your screen may vary based on your selected report or dashboard.

A screenshot of the alert configuration form. It includes the following fields: 'Alert when' set to 'Covered', 'Total (sum)', and 'is less than'; an input field for 'Enter an amount'; 'Priority' set to 'Critical'; 'Check' set to 'Monthly'; 'Starting on' set to '12/09/2021'; and a 'Notification' checkbox for 'Email when alert is triggered'. At the bottom, there are 'Create' and 'Cancel' buttons.

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