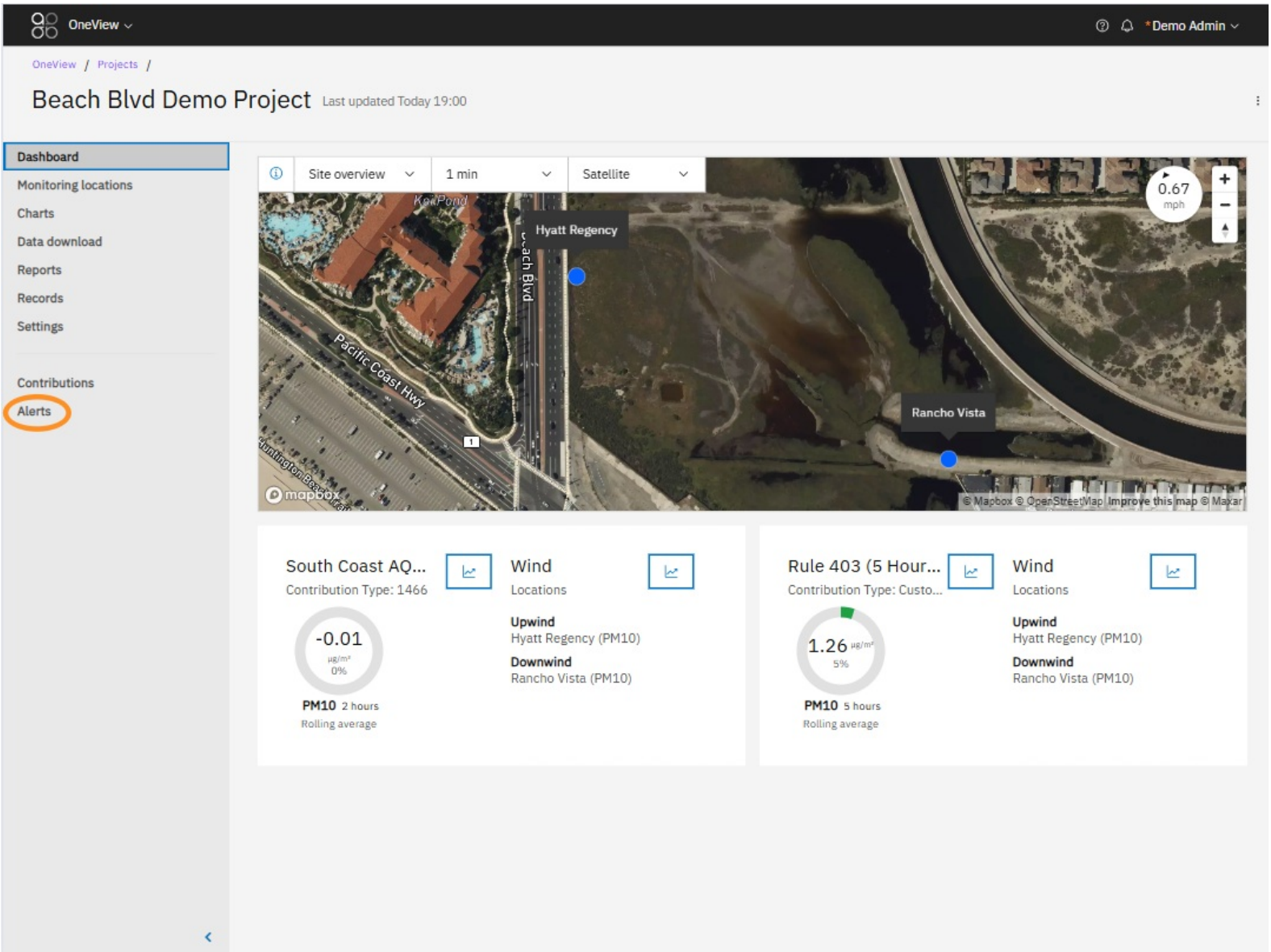
View and Edit Existing Alerts

Learn how to view and edit alerts in OneView. Find active alerts, review their conditions, and update settings.

Written By: Jason

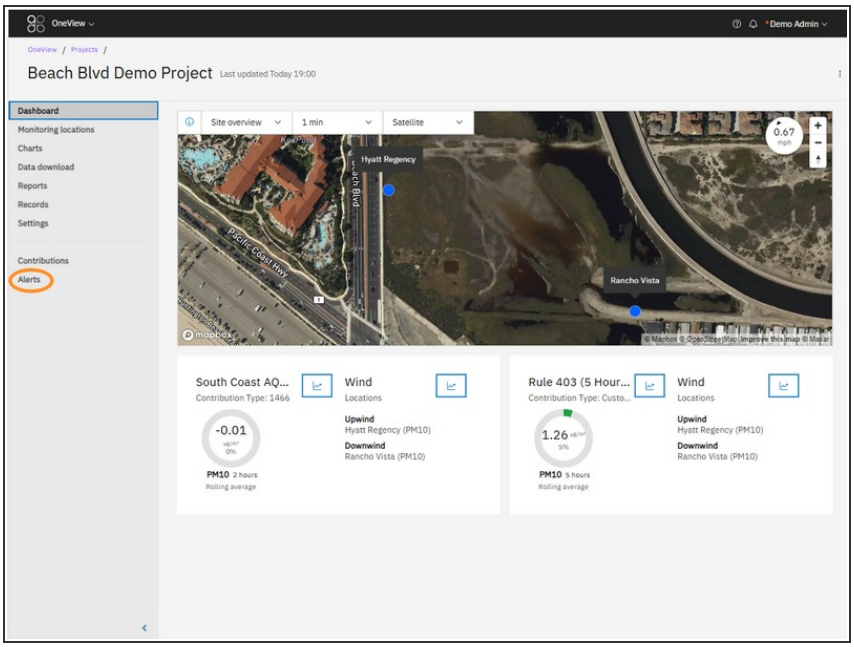


INTRODUCTION

This guide covers how to view existing alerts in your project and edit their configuration. You'll learn how to adjust activation criteria, trigger conditions, and notification actions, ensuring your alerts continue to meet site requirements.

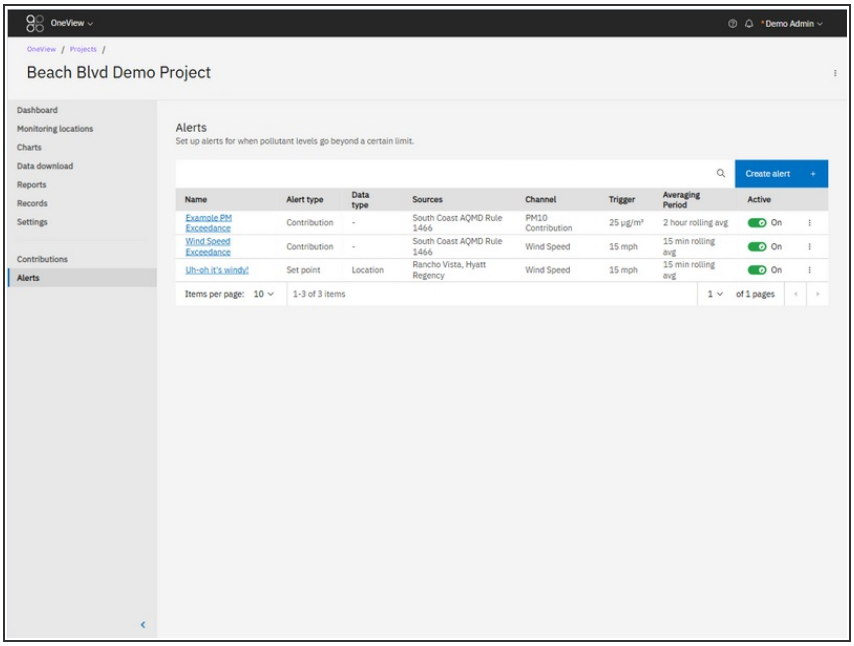
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Step 1 — Click "Alerts"



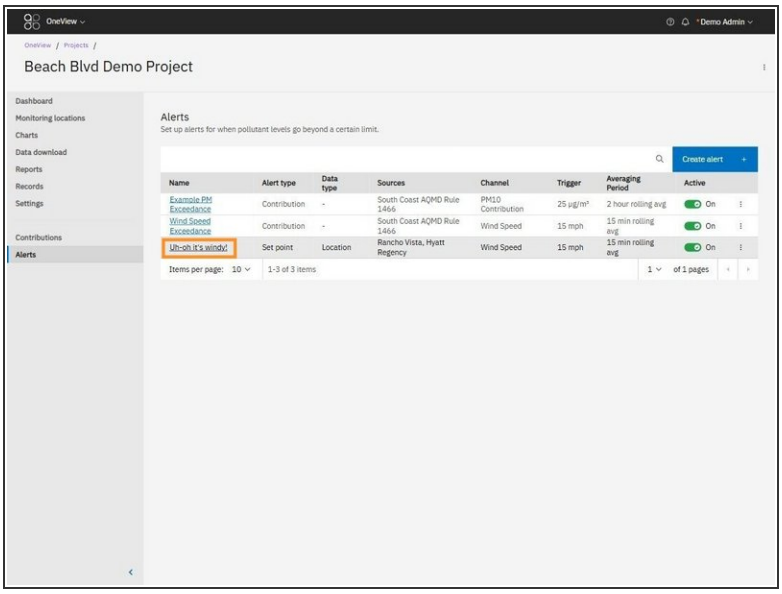
- From the side navigation menu, click **Alerts**.
- You'll see a table listing all alerts configured for your project.

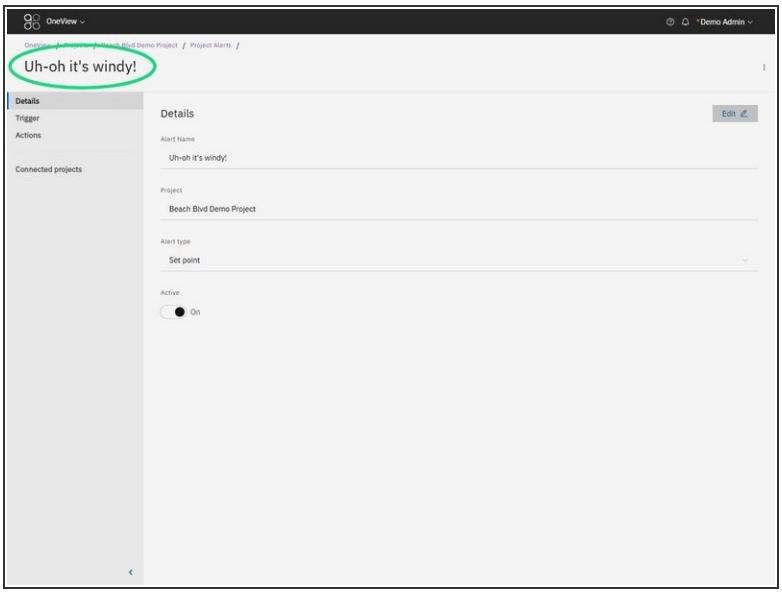
Step 2 — View Existing Alerts



- The table displays key details for each alert:
  - **Name:** Clickable link that opens the alert for editing
  - **Alert type:** Indicates whether it's a Contribution, Set Point, or Offline alert.
  - **Sources and Channels:** Data streams the alert is based on.
  - **Trigger and Averaging Period:** Shows when and how the alert is activated.
  - **Active toggle:** Use the toggle to turn alerts on or off without opening them.

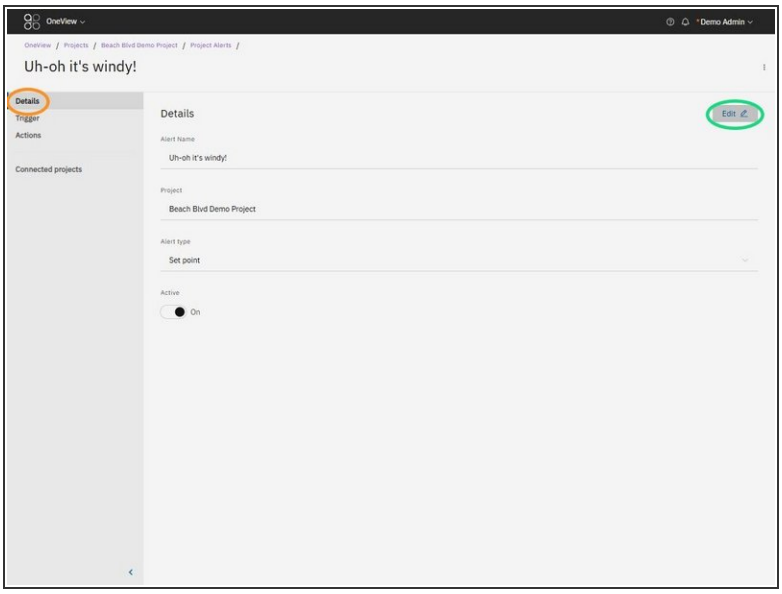
Step 3 — Select an Alert to Edit

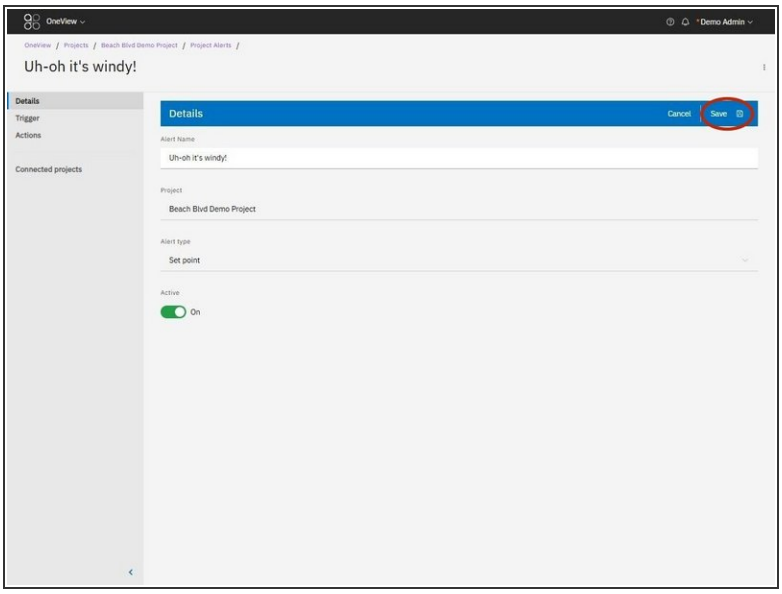




- Click the **hyperlinked** name of the alert you want to edit.
- The alert details will open. You can confirm you're inside the alert by checking the name in the top navigation.

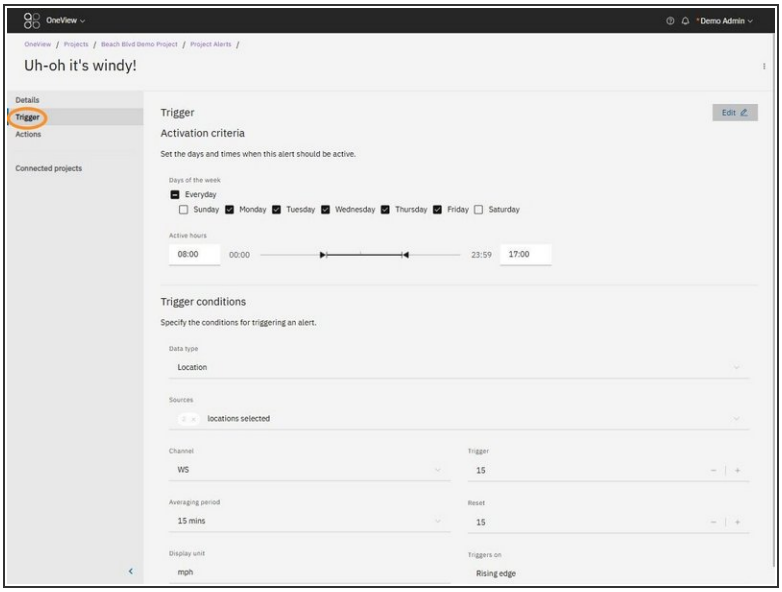
Step 4 — Editing Alert Details

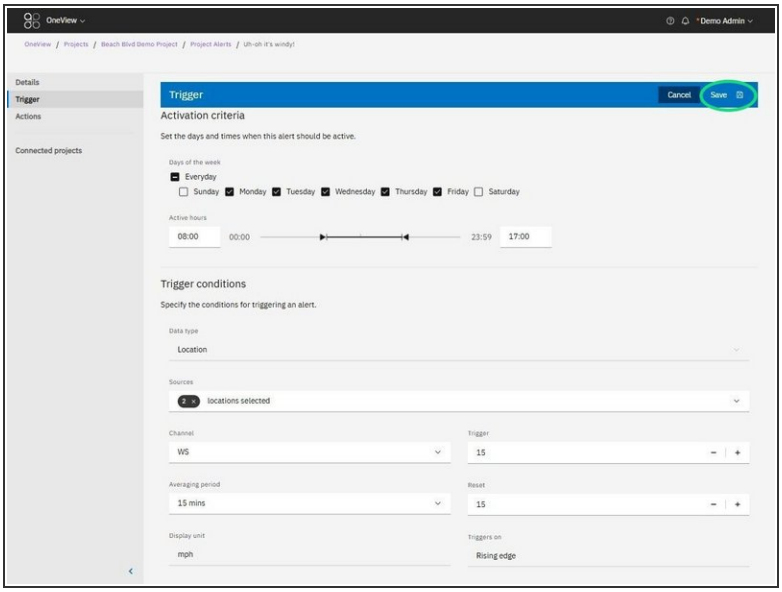




- On the left-hand side, click "**Details**"
- Press the **Edit** button (top right of the section)
- You can update: the **Alert name** and **Active status toggle**.
- Note: **Project** and **Alert type** cannot be changed once the alert is created.
- Click **Save** to apply any changes.

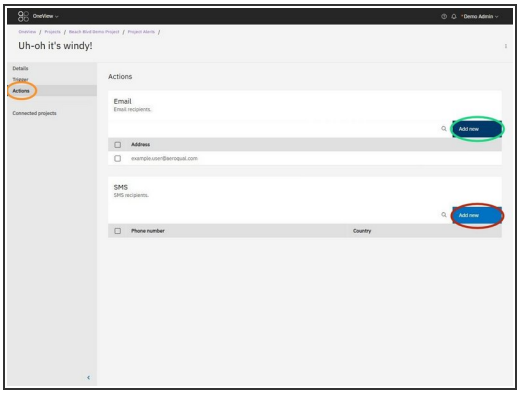
Step 5 — Editing Alert Triggers

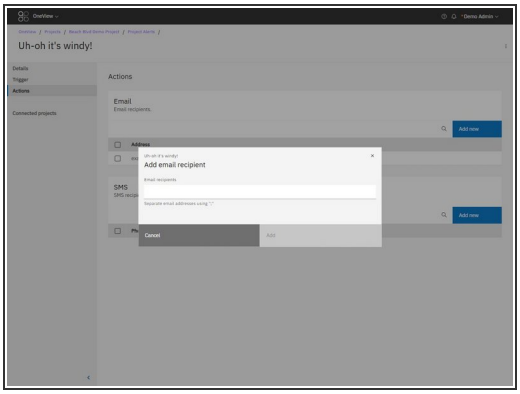


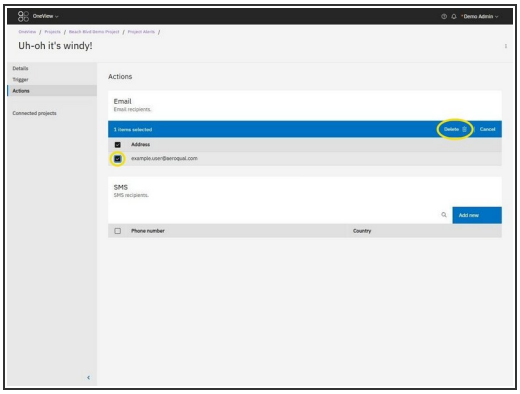


- In the side navigation, select **Trigger**.
- Click **Edit** to modify:
  - **Activation criteria:** Select which days and hours the alert is active.
  - **Trigger conditions:** Change the data source(s), channel, trigger/reset values, and averaging period.
- Click **Save** to confirm changes.

Step 6 — Editing Alert Actions







- In the side navigation, select **Actions**.
- Here you can manage:
  - **Email recipients**: Click **Add new** to enter one or more recipient email addresses.
  - **SMS recipients**: Click **Add new** to add recipient phone numbers.
- To remove recipients, use the checkbox to select, then click **Delete**.

For further support, contact Aeroqual Support.