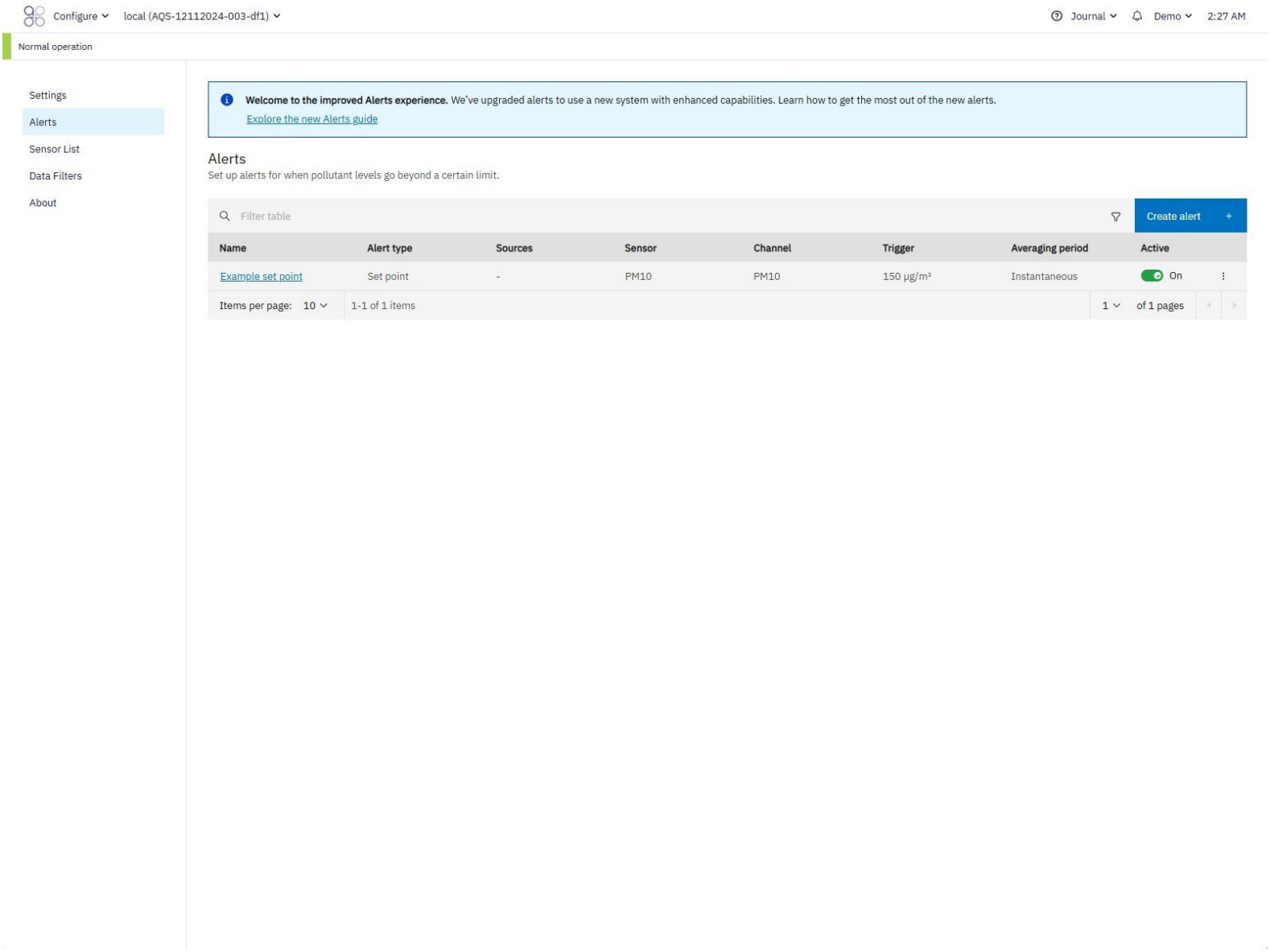
Manage alerts - View, Edit, Clone, Delete (new)

Written By: Jason



INTRODUCTION

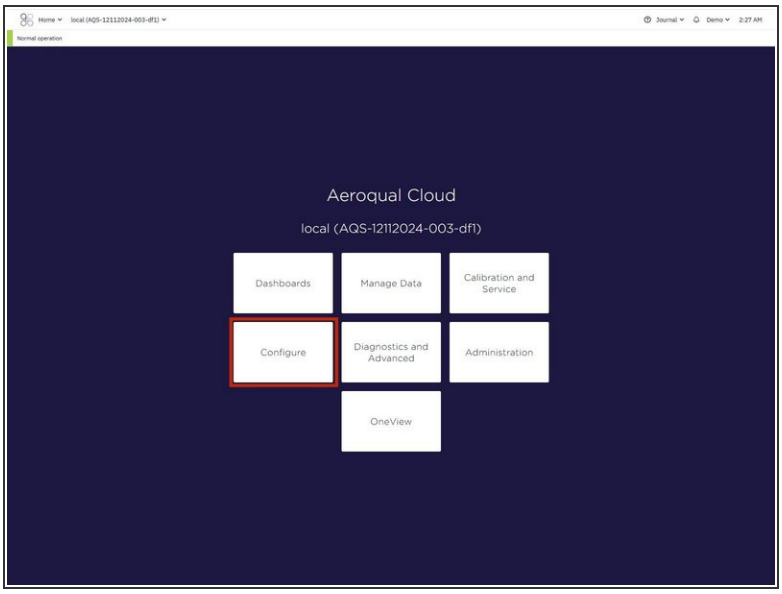
This guide explains how to manage existing alerts in Aeroqual Cloud.

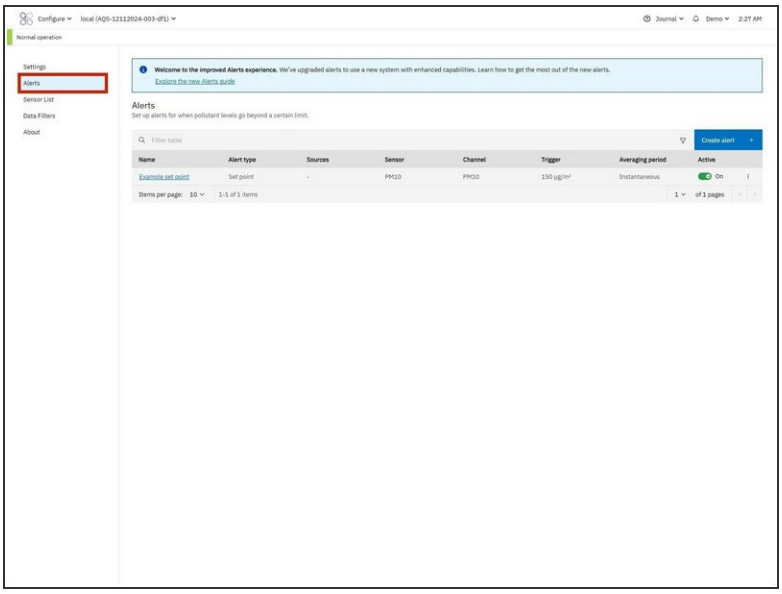
From the **Alerts table**, you can:

- Turn alerts on or off
- View and edit alert configuration
- Clone an alert to reuse its settings
- Delete alerts that are no longer needed

These actions help you keep alerts aligned with your requirements.

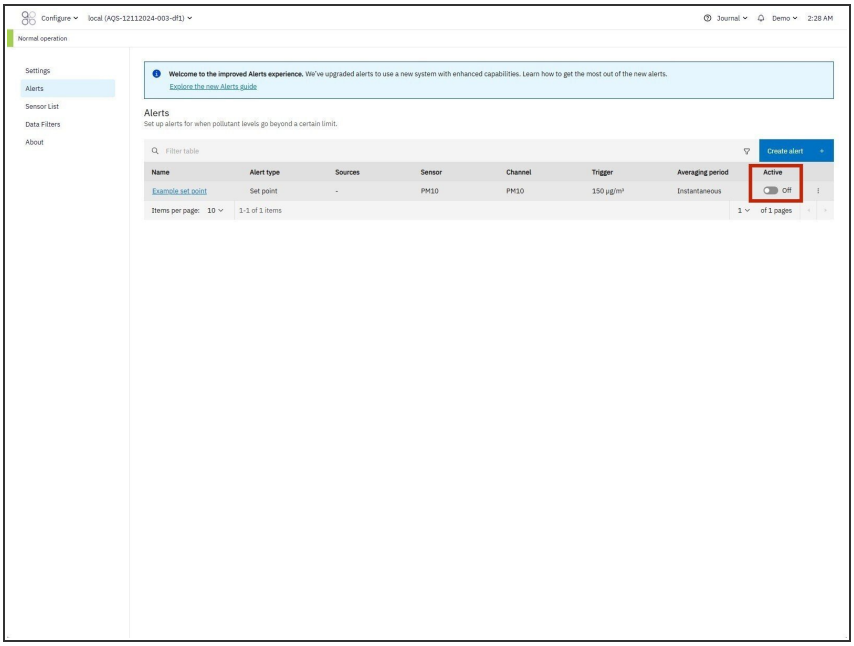
Step 1 — Open the Alerts page





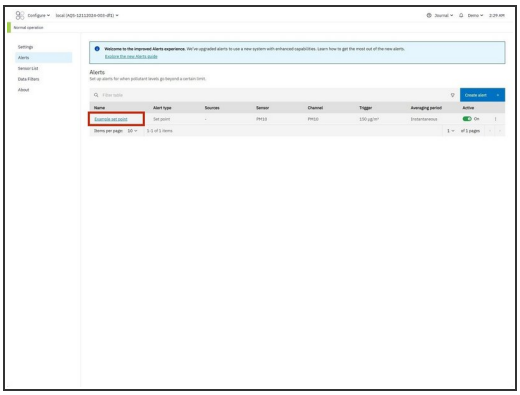
- From the Aeroqual Cloud home screen, select **Configure**.
- From the side navigation menu, click **Alerts**.
- The Alerts page displays a table showing all alerts configured for the selected instrument or monitoring location.

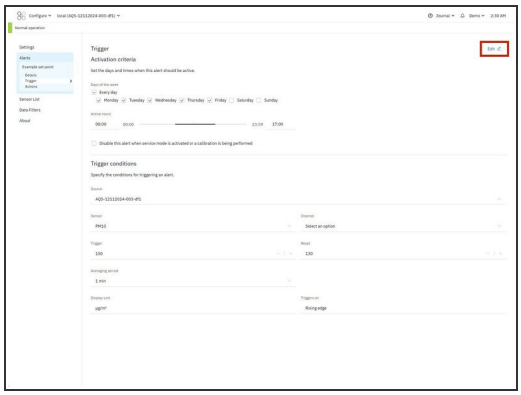
Step 2 — Toggle an alert on/off

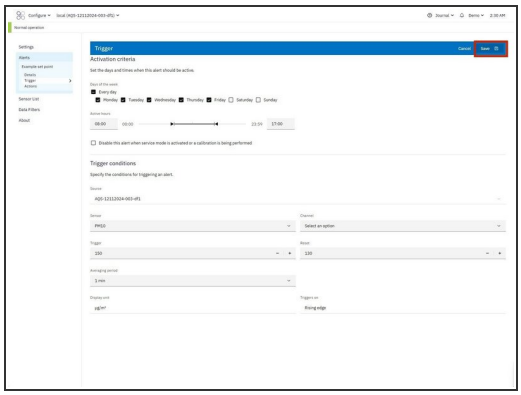


- Use the toggle in the **Active** column to quickly turn an alert on or off without editing it.

Step 3 — View or edit an alert

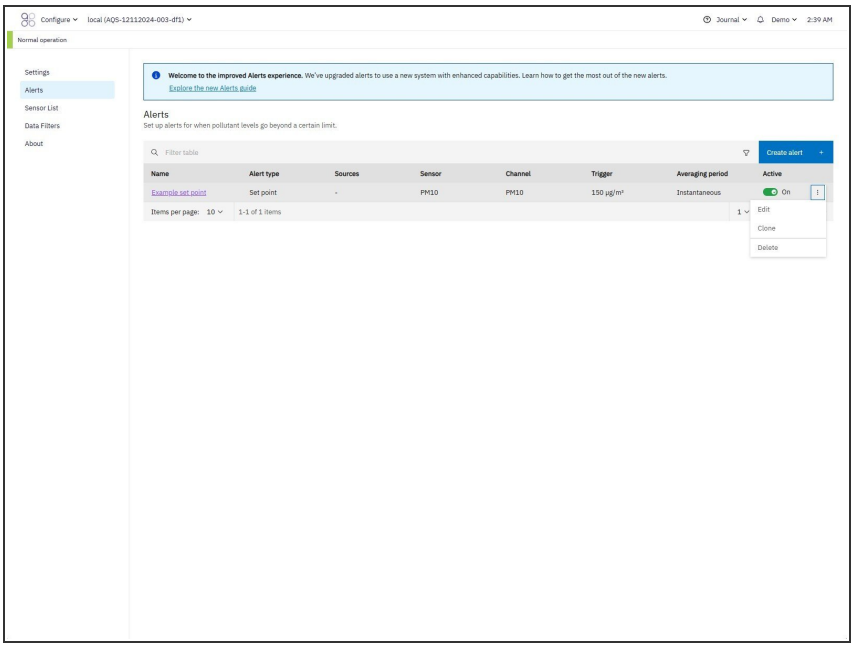






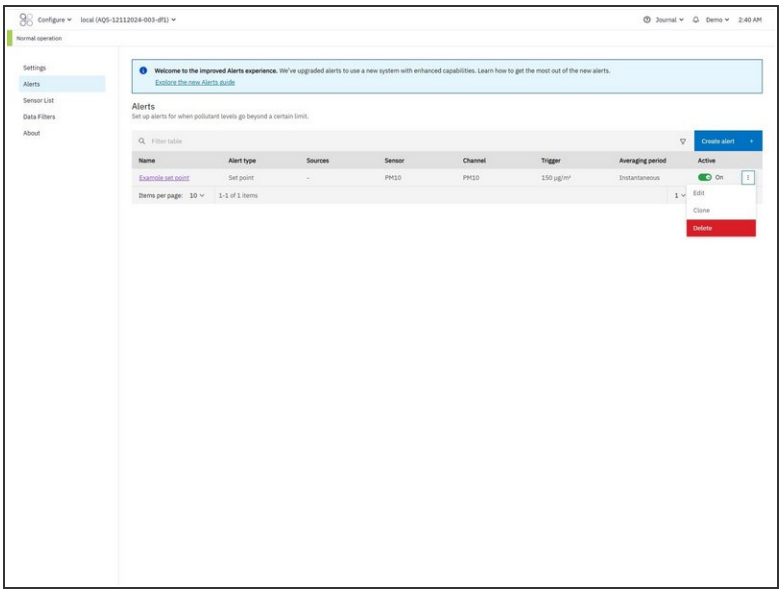
- Click the **name** of the alert in the table.
- The alert configuration page will open.
- From here you can edit different parts of the alert:
  - **Details**: Update the alert name.
  - **Trigger**: Modify activation criteria (days and hours) and trigger conditions.
  - **Actions**: Update email recipients or SMS notification settings.
- Click **Edit** in the section you want to change, then click **Save** to apply the update.
- To return to the alerts table at any time click **Alerts** on the side navigation menu.

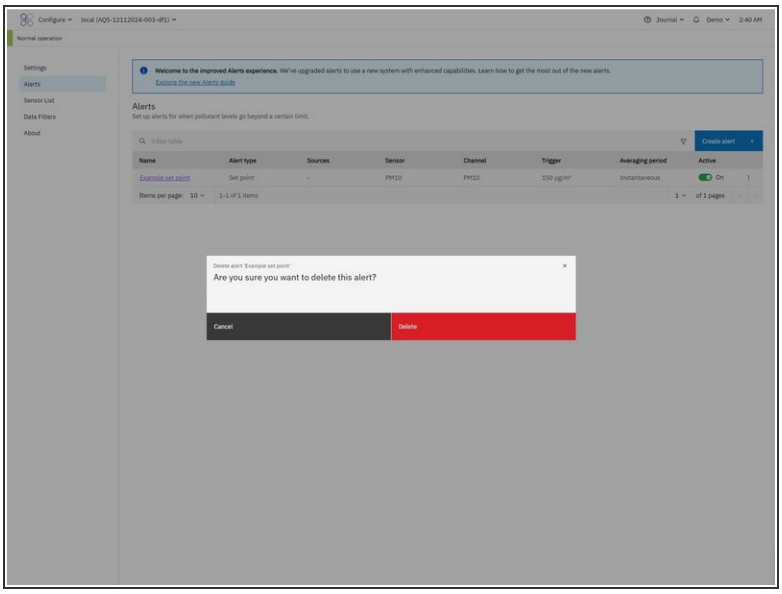
Step 4 — Clone an alert



- You can duplicate an alert to quickly reuse its configuration.
- From the Alerts table:
  - Click the **overflow menu (⋮)** on the right side of the alert row.
  - Select **Clone**.
  - The alert creation workflow will open with all settings from the original alert pre-filled.
  - Update any settings if needed, then click **Clone** to create the new alert.
- The cloned alert will appear in the Alerts table.

Step 5 — Delete an alert





- From the Alerts table:
  - Click the **overflow menu (⋮)** on the right side of the alert row.
  - Select **Delete**.
  - A confirmation window will appear displaying the alert name.
  - Click Delete to confirm.
- ⚠ **Note:** Deleted alerts cannot be recovered. Ensure the correct alert is selected before confirming.

For further support, contact Aeroqual Support.