Editing or Deleting an Alert

Link: https://help.gpsinsight.com/docs/about-the-alerts-page/editing-or-deleting-an-alert/ Last Updated: November 4th, 2020

You can edit alert details, inactivate alerts, or delete alerts. Adjusting alert configurations can help you if you are getting too many alerts, not receiving alerts, etc. In addition, you can filter your alerts to help you find an alert easier.

Filtering the Alert List

If your alert list is long, you can use filter options to isolate a subset of alerts.

How to filter the alert list:

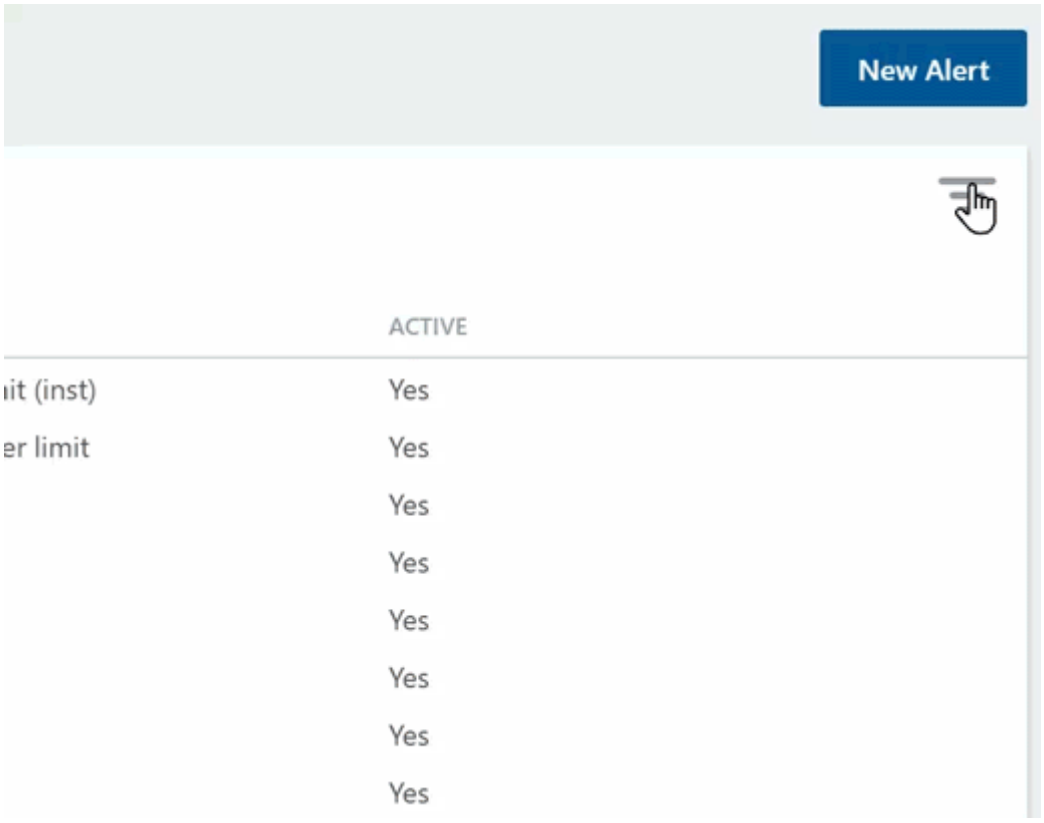
1. From the Alerts page, click on the Filter button ( ) in the right-hand corner.
2. Choose from the following filter options:
    - **Alert Type:** Show only alerts that are of a certain type.
    - **Data Source:** Show alerts that are monitoring a specific vehicle, vehicle group, or hierarchy.
    - **Notification Recipient (SMS or Email):** Show only alerts that are specific to the recipient.
    - **Alert Status :** Show only alerts that are active, inactive, or both.
3. Exit out of the pop-up window by clicking the Close button (X).

The alert list shows only the alerts that match your filter criteria.

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Editing Alerts

After you edit an alert, the alert will trigger the next time the conditions are met.

How to edit an alert:

1. From the Alerts page, find the alert you would like to edit by using the Search field and entering the title of your alert or by tabbing through the pages of your created alerts after filtering the .
2. Hover your mouse over the alert, click the ellipses button then click **Edit**.

A pop-up window of the alert displays.

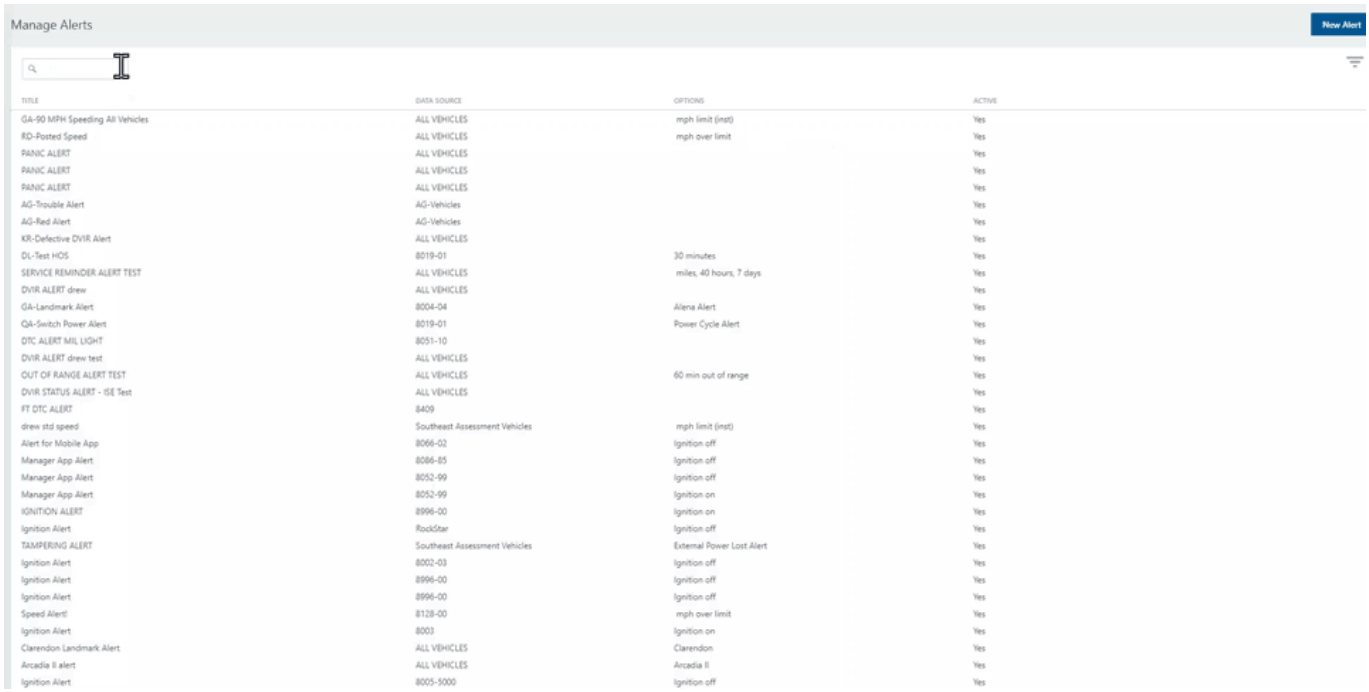
1. Make your edits in the alert window.
2. Click **Save**.

The alert is updated with your edits.

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Inactivating Alerts

If an alert is not needed temporarily, you can inactivate it. Inactivating an alert keeps the settings and prevents you from having to recreate the alert if you ever have the need for it again.

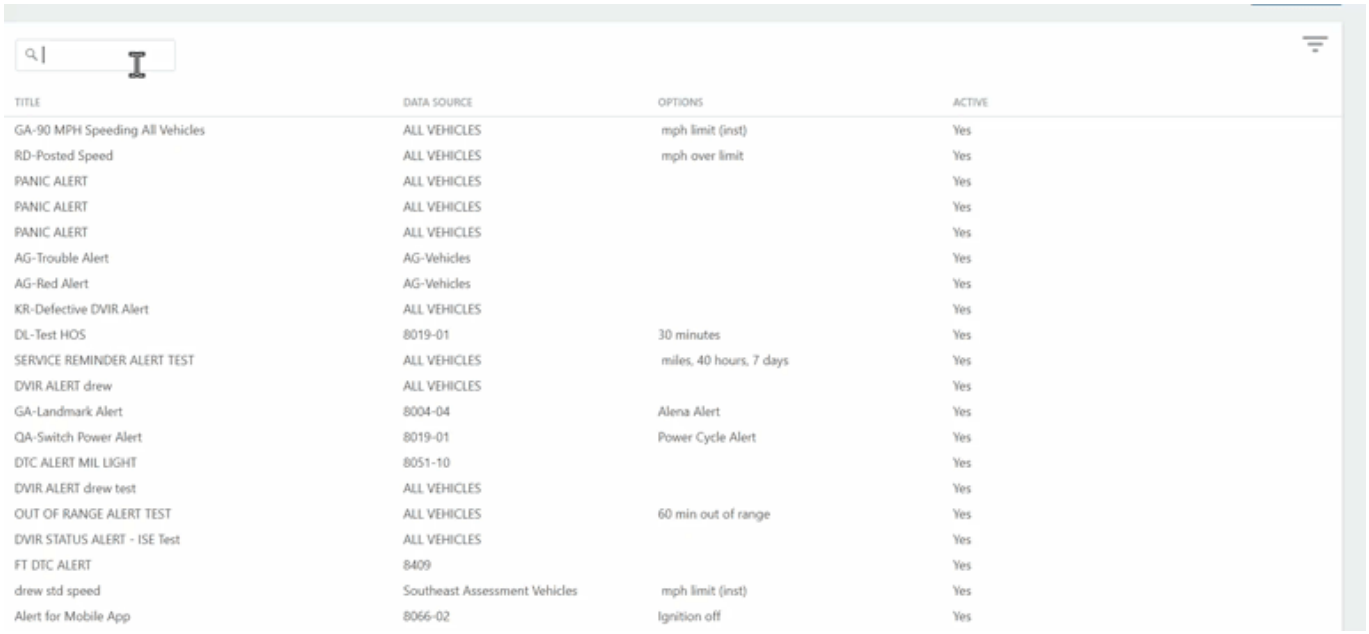
How to inactivate an alert:

1. From the Alerts page, locate the alert you would like to put in inactive status and hover your mouse over the alert.
2. Click the ellipses button on the right (•••).
3. Click **Edit**.
4. Click the **No** button next to “Active:”.
5. Click **Save**.

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TITLE	DATA SOURCE	OPTIONS	ACTIVE
GA-90 MPH Speeding All Vehicles	ALL VEHICLES	mph limit (inst)	Yes
RD-Posted Speed	ALL VEHICLES	mph over limit	Yes
PANIC ALERT	ALL VEHICLES		Yes
PANIC ALERT	ALL VEHICLES		Yes
PANIC ALERT	ALL VEHICLES		Yes
AG-Trouble Alert	AG-Vehicles		Yes
AG-Red Alert	AG-Vehicles		Yes
KR-Defective DVIR Alert	ALL VEHICLES		Yes
DL-Test HOS	8019-01	30 minutes	Yes
SERVICE REMINDER ALERT TEST	ALL VEHICLES	miles, 40 hours, 7 days	Yes
DVIR ALERT drew	ALL VEHICLES		Yes
GA-Landmark Alert	8004-04	Alena Alert	Yes
QA-Switch Power Alert	8019-01	Power Cycle Alert	Yes
DTC ALERT MIL LIGHT	8051-10		Yes
DVIR ALERT drew test	ALL VEHICLES		Yes
OUT OF RANGE ALERT TEST	ALL VEHICLES	60 min out of range	Yes
DVIR STATUS ALERT - ISE Test	ALL VEHICLES		Yes
FT DTC ALERT	8409		Yes
drew std speed	Southeast Assessment Vehicles	mph limit (inst)	Yes
Alert for Mobile App	8066-02	Ignition off	Yes

Delete an Alert

If an alert is no longer needed and will not be needed for the future, you can delete. Deleting an alert permanently removes the settings.

Note. If there is a possibility that you may need an alert in the future, we recommend changing the status of the alert to Inactive (see Inactivating an Alert above).

How to delete an alert:

1. From the Alerts page, locate the alert you would like to put in inactive status and hover your mouse over the alert.
    1. Hover over the alert you want to edit, and click the ellipses button on the right ( ).
    2. Click **Delete** from the dropdown menu.

A pop-up window appears asking: “Are you sure you want to delete this alert?”

1. Click **Delete**.

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TITLE	DATA SOURCE	OPTIONS	ACTIVE
GA-Golf Alert	ALL VEHICLES		No
GA-Out of Range Alert	ALL VEHICLES	60 min out of range	No
EB-Landmark Alert	ALL VEHICLES	Landmarks by gpsinsight	No
GA-90 MPH Speeding All Vehicles	ALL VEHICLES	mph limit (inst)	Yes
EB-Landmark Alert	ALL VEHICLES	Casinos	No
EB-Off Route Alert	ALL VEHICLES	DQ Gilbert	No
RD-Posted Speed	ALL VEHICLES	mph over limit	Yes
GA-DTC Alert	ALL VEHICLES		No
RD-Golf Cart Speeding Down Hill Alert	*Source not found*	mph limit (inst)	No
PANIC ALERT	ALL VEHICLES		Yes
PANIC ALERT	ALL VEHICLES		Yes

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