

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.

## Edit Alert Details

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

### To edit an alert:

1. From the menu, click **Alerts**.
2. Click the **My Alerts** tab.
3. Click the alert you want to edit, and click **Edit**.
4. Edit the alert **details** as needed.
5. When finished, click **Update Alert**.

## Inactivate an Alert

If an alert is no longer needed, you can delete it or 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.

### To inactivate an alert:

1. From the menu, click **Alerts**.
2. Click the **My Alerts** tab.
3. Click the alert you want to inactivate, and click **Edit**.
4. Set the **Active** option to **no**.
5. Click **Update Alert**.

## Delete an Alert

If an alert is no longer needed, you can delete it or inactivate it. Deleting an alert permanently removes the settings.

### To delete an alert:

1. From the menu, click **Alerts**.
2. Click the **My Alerts** tab.
3. Click the alert you want to delete, and click **Delete**.
4. In the Delete Alert pop-up window, click **OK**.

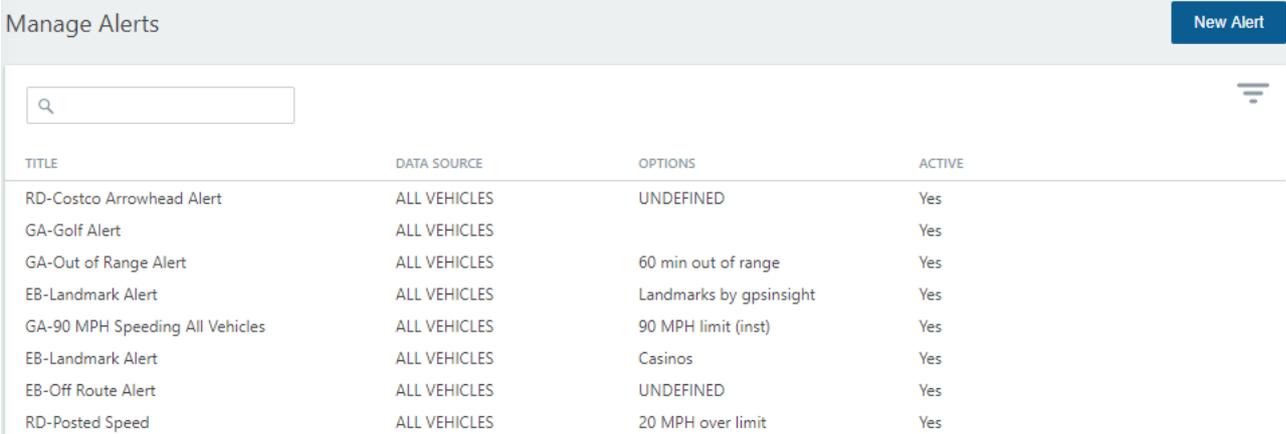
## Filter the Alert List

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

### To filter the alert list:

1. From the Homepage, click the Alerts card or the Manage Alerts tab.

The Manage Alerts page opens.



TITLE	DATA SOURCE	OPTIONS	ACTIVE
RD-Costco Arrowhead Alert	ALL VEHICLES	UNDEFINED	Yes
GA-Golf Alert	ALL VEHICLES		Yes
GA-Out of Range Alert	ALL VEHICLES	60 min out of range	Yes
EB-Landmark Alert	ALL VEHICLES	Landmarks by gpsinsight	Yes
GA-90 MPH Speeding All Vehicles	ALL VEHICLES	90 MPH limit (inst)	Yes
EB-Landmark Alert	ALL VEHICLES	Casinos	Yes
EB-Off Route Alert	ALL VEHICLES	UNDEFINED	Yes
RD-Posted Speed	ALL VEHICLES	20 MPH over limit	Yes

1. 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 or a particular vehicle group.
  - **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. Click **Filter**.

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

## Edit Alert Details

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

### To edit an alert:

1. From the Homepage, click the Alerts card or the Manage Alerts tab.

The Manage Alerts page opens, showing all active alerts.

1. Hover over the alert you want to edit, and click the Preferences button on the right (  ).
2. Click **Edit** from the dropdown menu.
3. Edit the **alert details** as needed.
4. When finished, click **Edit Alert**.

## Inactivate an Alert

If an alert is no longer needed, you can delete it or 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.

### To inactivate an alert:

1. From the Homepage, click the Alerts card or the Manage Alerts tab.

The Manage Alerts page opens, showing all active alerts.

1. Hover over the alert you want to edit, and click the Preferences button on the right (  ).
2. Click **Edit** from the dropdown menu.

**Note.** You can also inactivate an alert by clicking the Delete option.

3. Set the **Active** option to **No**.
4. Click **Edit Alert**.

## Delete an Alert

If an alert is no longer needed, you can delete it or inactivate it. Deleting an alert permanently removes the settings.

### To delete an alert:

1. From the Homepage, click the Alerts card or the Manage Alerts tab.

The Manage Alerts page opens, showing all active alerts.

1. Hover over the alert you want to edit, and click the Preferences button on the right (  ).
2. Click **Delete** from the dropdown menu.