

# Create alert

Gold

In the **Create Alert** module, you can create alerts to get notifications when the table record count exceeds the specified threshold, and select which available users will receive the email notification. Optionally, you can specify a condition with an encoded query.

**NOTE:** Alerts can also be created through the **Growth Report** module by clicking **Create Alert**. The fields will automatically be populated.

## Procedure

To start creating alerts, follow these steps:

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### Navigate to the module

In your ServiceNow instance, navigate to **Perspectium Record Estimator > Monitor > Create Alert**.

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### Enter a name

Enter a name for the alert in the **Name** field.

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3

### Select a table

Select the table you want the alert to run on in the **Table** field, and enter a number in the **Threshold** field that when exceeded will trigger the alert.



## Create Alert

Create alerts to be notified if table record counts with certain conditions exceed defined thresholds.

Name \*

Alert\_Record\_Estimation\_Mon\_03\_Aug\_2020\_18\_15\_14\_GMT

(2) Enter a name

(3) Enter a number that exceeded will trigger !

Table ①	Conditions ①	Threshold ①
Incident (incident) ▼	active=true	0

(3) Select the table that the alert will run on

Add Row

Delete Row

Notification Recipients \* ①

Available Users

Abel Tuter (abel.tuter)  
Abraham Lincoln (abraham.lincoln)  
Adela Cervantsz (adela.cervantsz)  
Aileen Mottern (aileen.mottern)  
Alejandra Prenatt (alejandra.prenatt)  
Alejandro Mascall (alejandro.mascall)  
Alene Rabeck (alene.rabeck)  
Alfonso Griglen (alfonso.griglen)  
Alissa Mountjoy (alissa.mountjoy)  
Allan Schwandt (allan.schwandt)  
Allie Pumphrey (allie.pumphrey)  
Allyson Gillispie (allyson.gillispie)  
Alva Pennigton (alva.pennigton)  
Alyssa Biasotti (alysa.biasotti)  
Amelia Caputo (amelia.caputo)  
Amos Linnan (amos.linnan)

Selected User(s)

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Create Alert

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### (Optional) Apply conditions

Enter an encoded query in the **Conditions** field, e.g. active=true.



## Create Alert

Create alerts to be notified if table record counts with certain conditions exceed defined thresholds.

Name \*

Alert\_Record\_Estimation\_Mon\_03\_Aug\_2020\_18\_15\_14\_GMT

(Optional) Enter a string encoded in

Table ⓘ	Conditions ⓘ	Threshold ⓘ
Incident (incident) ▼	active=true	0

Add Row

Delete Row

Notification Recipients \* ⓘ

Available Users

Abel Tuter (abel.tuter)  
Abraham Lincoln (abraham.lincoln)  
Adela Cervantsz (adela.cervantsz)  
Aileen Mottern (aileen.mottern)  
Alejandra Prenatt (alejandra.prenatt)  
Alejandro Mascall (alejandro.mascall)  
Alene Rabeck (alene.rabeck)  
Alfonso Griglen (alfonso.griglen)  
Alissa Mountjoy (alissa.mountjoy)  
Allan Schwandt (allan.schwandt)  
Allie Pumphrey (allie.pumphrey)  
Allyson Gillispie (allyson.gillispie)  
Alva Pennigton (alva.pennigton)  
Alyssa Biasotti (alyssa.biasotti)  
Amelia Caputo (amelia.caputo)  
Amos Linnan (amos.linnan)

Selected User(s)



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### Add or delete rows

Click **Add Row** to include more tables.



## Create Alert

Create alerts to be notified if table record counts with certain conditions exceed defined thresholds.

Name \*

Alert\_Record\_Estimation\_Mon\_03\_Aug\_2020\_18\_15\_14\_GMT

Table ⓘ	Conditions ⓘ	Threshold ⓘ
Incident (incident) ▼	active=true	0
--None-- ▼	Conditions	0
--None-- ▼	Conditions	0

Click Add Row to add more tables

Add Row

Delete

Notification Recipients \*

Available Users

Abel Tuter (abel.tuter)  
Abraham Lincoln (abraham.lincoln)  
Adela Cervantsz (adela.cervantsz)  
Aileen Mottern (aileen.mottern)  
Alejandra Prenatt (alejandra.prenatt)  
Alejandro Mascall (alejandro.mascall)  
Alene Rabeck (alene.rabeck)  
Alfonso Griglen (alfonso.griglen)  
Alissa Mountjoy (alissa.mountjoy)  
Allan Schwandt (allan.schwandt)  
Allie Pumphrev (allie.pumphrev)

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Click Delete Row to remove the most recent table

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### Select the users that will be notified

Select user(s) that will receive the email notification after an alert is triggered with the **Notification Recipients** list collector. Choose a user from the **Available Users** list and click the right arrow to transfer the user to the **Selected User(s)** list.

Create alerts to be notified if table record counts with certain conditions exceed defined thresholds.

Name \*

Alert\_Record\_Estimation\_Mon\_03\_Aug\_2020\_18\_15\_14\_GMT

Table ⓘ	Conditions ⓘ	Threshold ⓘ
Incident (incident) ▼	active=true	0

Add Row

Delete Last Row

Select users from the Available Users list to transfer the user over to the Selected User(s) list

Notification Recipients ⓘ

Available Users

Aileen Mottern (aileen.mottern)  
Alejandra Prenatt (alejandra.prenatt)  
Alejandro Mascall (alejandro.mascall)  
Alene Rabeck (alene.rabeck)  
Alfonso Griglen (alfonso.griglen)  
Alissa Mountjoy (alissa.mountjoy)  
Allan Schwandt (allan.schwandt)  
Allie Pumphrey (allie.pumphrey)  
Allyson Gillispie (allyson.gillispie)  
Alva Pennigton (alva.pennigton)  
Alyssa Biasotti (alyssa.biasotti)  
Amelia Caputo (amelia.caputo)  
Amos Linnan (amos.linnan)  
Andrew Jackson (andrew.jackson)  
Andrew Och (andrew.och)  
Angelique Schermerhorn (angelique.schermerhorn)

Selected User(s)

Abel Tuter (abel.tuter)  
Abraham Lincoln (abraham.lincoln)  
Adela Cervantsz (adela.cervantsz)

Create Alert

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## Finish creating the alert

Click **Create Alert** to create the alert notification.

Create alerts to be notified if table record counts with certain conditions exceed defined thresholds.

Name \*

Alert\_Record\_Estimation\_Mon\_03\_Aug\_2020\_18\_15\_14\_GMT

Table ⓘ	Conditions ⓘ	Threshold ⓘ
Incident (incident) ▼	active=true	0

Add Row

Delete Last Row

Notification Recipients \* ⓘ

Available Users

Aileen Mottern (aileen.mottern)  
Alejandra Prenatt (alejandra.prenatt)  
Alejandro Mascall (alejandro.mascall)  
Alene Rabeck (alene.rabeck)  
Alfonso Griglen (alfonso.griglen)  
Alissa Mountjoy (alissa.mountjoy)  
Allan Schwandt (allan.schwandt)  
Allie Pumphrey (allie.pumphrey)  
Allyson Gillispie (allyson.gillispie)  
Alva Pennigton (alva.pennigton)  
Alyssa Biasotti (alyssa.biasotti)  
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Amos Linnan (amos.linnan)  
Andrew Jackson (andrew.jackson)  
Andrew Och (andrew.och)  
Angelique Schermerhorn (angelique.schermerhorn)

Selected User(s)

Abel Tuter (abel.tuter)  
Abraham Lincoln (abraham.lincoln)  
Adela Cervantsz (adela.cervantsz)

Create Alert

Click to create the alert notification

## Similar topics

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## Contact Perspectium Support



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