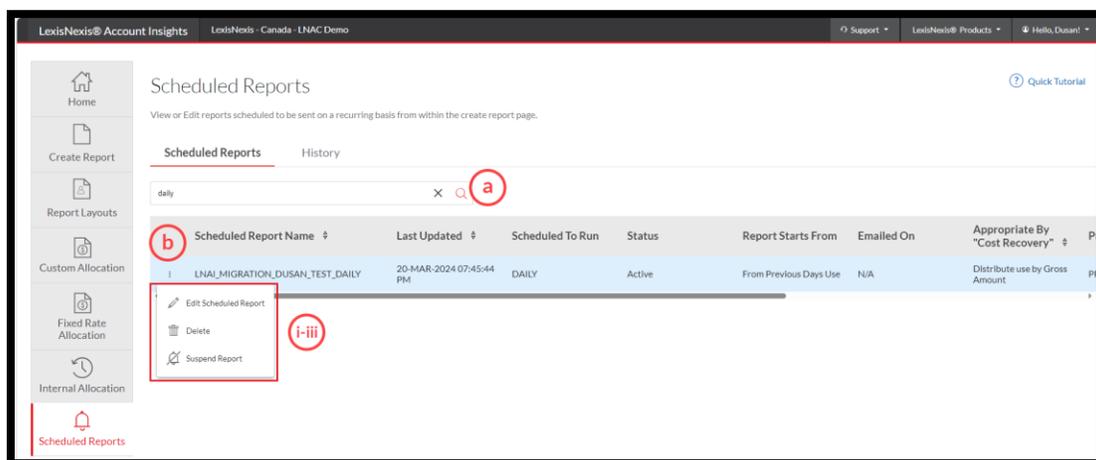
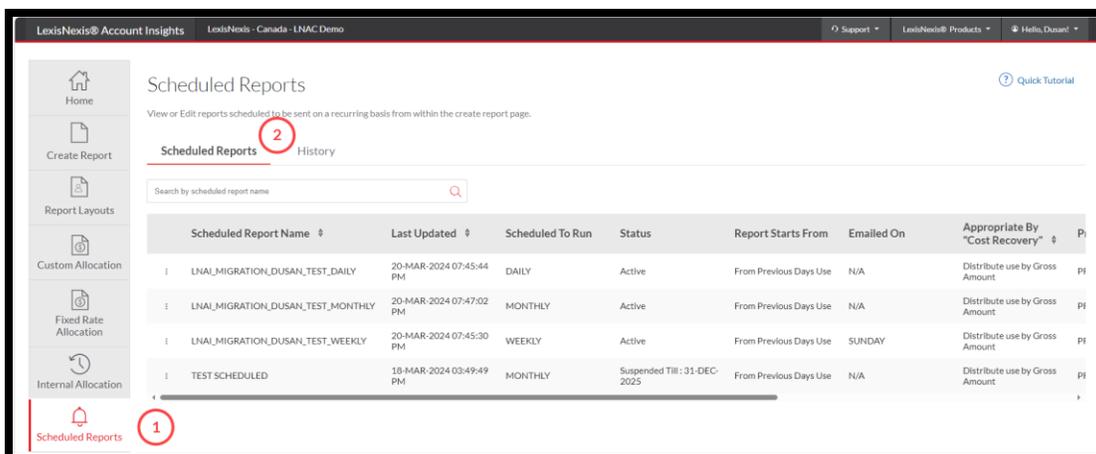


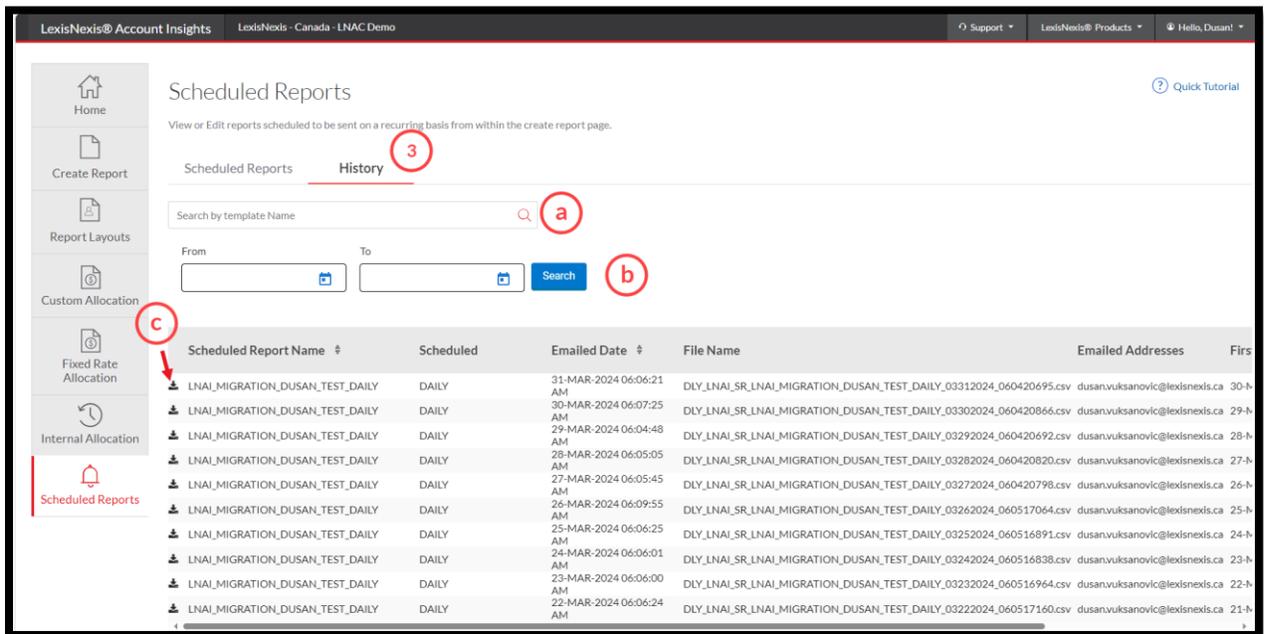
# Where can I see all the alerts that have been created for my organization?

Having an overview of all your alerts can help you manage your organization's reporting and ensure the right information is obtained at the right time.

1. From anywhere within LexisNexis Account Insights, click the **Scheduled Reports** tab.
2. Under the **Scheduled Reports** option, you can see all the alerts for the organization that either you have created or have been shared with you by others.
  - a. To find an alert, type a part of its name and click **Enter** or the **Magnifying Glass** icon.
  - b. To make amendments to an alert, click on the **vertical three-dots icon** and then:
    - i. Click **Edit Scheduled Report** to edit the alert's parameters;
    - ii. Click **Delete** to remove the alert; or,
    - iii. Click **Suspend Report** to stop the alert from being sent without having it deleted.



3. Under the **History** option, you can see the history of when each alert has been generated and sent. This is especially useful if you were unable to receive an alert to your email, for whatever reason.
  - a. To find an alert, start typing the name of the alert in **Search by template name** box.
  - b. To narrow down the alert by date, select the dates within the **From** and **To** boxes and then click the **Search** button.
  - c. To download the alert, click the **Download** icon on the left-hand side of the list.



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### Scheduled Reports

View or Edit reports scheduled to be sent on a recurring basis from within the create report page.

Scheduled Reports **History** 3

Search by template Name a

From To Search b

Scheduled Report Name	Scheduled	Emailed Date	File Name	Emailed Addresses	Firs
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	31-MAR-2024 06:06:21 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03312024_060420695.csv	dusan.vuksanovic@lexisnexis.ca	30-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	30-MAR-2024 06:07:25 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03302024_060420866.csv	dusan.vuksanovic@lexisnexis.ca	29-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	29-MAR-2024 06:04:48 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03292024_060420692.csv	dusan.vuksanovic@lexisnexis.ca	28-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	28-MAR-2024 06:05:05 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03282024_060420820.csv	dusan.vuksanovic@lexisnexis.ca	27-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	27-MAR-2024 06:05:45 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03272024_060420798.csv	dusan.vuksanovic@lexisnexis.ca	26-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	26-MAR-2024 06:09:55 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03262024_060517064.csv	dusan.vuksanovic@lexisnexis.ca	25-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	25-MAR-2024 06:06:25 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03252024_060516891.csv	dusan.vuksanovic@lexisnexis.ca	24-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	24-MAR-2024 06:06:01 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03242024_060516838.csv	dusan.vuksanovic@lexisnexis.ca	23-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	23-MAR-2024 06:06:00 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03232024_060516964.csv	dusan.vuksanovic@lexisnexis.ca	22-h
LNAI_MIGRATION_DUSAN_TEST_DAILY	DAILY	22-MAR-2024 06:06:24 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_03222024_060517160.csv	dusan.vuksanovic@lexisnexis.ca	21-h