

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.

LexisNexis® Accourt	0 Support *	LexisNexis® Products *	Hello, Dusar	nt 🔻							
Home Create Report	Scheduled Reports (2) Quick Tutorial Quick Tutorial View or Edit reports scheduled to be sent on a recurring basis from within the create report page.										
Report Layouts	Search by scheduled report name	Q							_		
3	Scheduled Report Name 🕴	Last Updated 🔅	Scheduled To Run	Status	Report Starts From	Emailed O	n Approp "Cost R	riate By ecovery" 🖇	Pi		
Custom Allocation	: LNAI_MIGRATION_DUSAN_TEST_DAILY	20-MAR-2024 07:45:44 PM	DAILY	Active	From Previous Days Use	N/A	Distribut Amount	e use by Gross	PF		
Fixed Rate Allocation	: LNAI_MIGRATION_DUSAN_TEST_MONTHLY	20-MAR-2024 07:47:02 PM	MONTHLY	Active	From Previous Days Use	N/A	Distribut Amount	e use by Gross	PF		
	: LNAI_MIGRATION_DUSAN_TEST_WEEKLY	20-MAR-2024 07:45:30 PM	WEEKLY	Active	From Previous Days Use	SUNDAY	Distribut Amount	e use by Gross	PF		
Internal Allocation	: TEST SCHEDULED	18-MAR-2024 03:49:49 PM	MONTHLY	Suspended Till: 31-DEC- 2025	From Previous Days Use	N/A	Distribut Amount	e use by Gross	PF		
C Scheduled Reports	1								,		





- 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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Report Layouts	Search by t	emplate Name To	 ت	a Search b				
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Allocation	LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	31-MAR-2024 06:06:21 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_0	03312024_060420695.cs	v dusan.vuksanovic@	≬lexisnexis.ca 30-№
Internal Allocation	🛓 LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	30-MAR-2024 06:07:25 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_0	03302024_060420866.cs	v dusan.vuksanovic@	§lexisnexis.ca 29-№
	Ł LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	29-MAR-2024 06:04:48 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_(03292024_060420692.cs	v dusan.vuksanovic@	exisnexis.ca 28-N
Ç Scheduled Reports	🛓 LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	28-MAR-2024 06:05:05 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_(03282024_060420820.cs	v dusan.vuksanovic@	exisnexis.ca 27-N
	🛓 LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	27-MAR-2024 06:05:45 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_(03272024_060420798.cs	v dusan.vuksanovic@	exisnexis.ca 26-N
	🛓 LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	26-MAR-2024 06:09:55 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_(03262024_060517064.cs	v dusan.vuksanovic@	≬lexisnexis.ca 25-№
	🛓 LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	25-MAR-2024 06:06:25 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_(03252024_060516891.cs	v dusan.vuksanovic@	elexisnexis.ca 24-N
	Ł LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	24-MAR-2024 06:06:01 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_()3242024_060516838.cs	v dusan.vuksanovic@	≬lexisnexis.ca 23-№
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	Ł LNAI_M	IGRATION_DUSAN_TEST_DAILY	DAILY	22-MAR-2024 06:06:24 AM	DLY_LNAI_SR_LNAI_MIGRATION_DUSAN_TEST_DAILY_(03222024_060517160.cs	v dusan.vuksanovic@	olexisnexis.ca 21-№
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