This documentation will walk users through the process of creating an Alert Subscription when an API Integration is added to your cockpit. This alert subscription walkthrough will be demonstrated using the audited activity option. An audited activity occurs when specific field/fiels are modified or updated in your ODS. Examples of the audited activity notification type when API integrations are created, the district status changes, users are added, and many more.

Step 1: Select the Utilities pull down menu and click Alerts
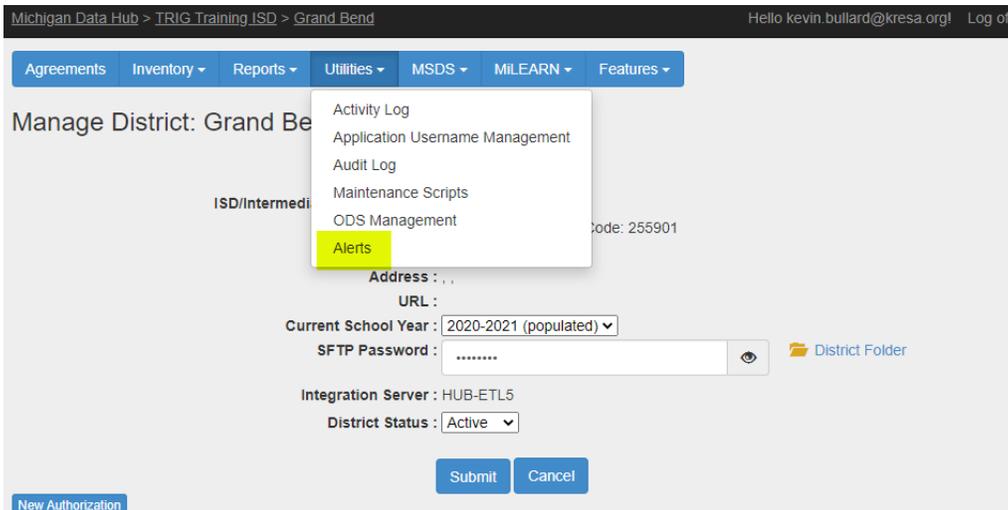
Step 2: Select Add District Alert Subscription
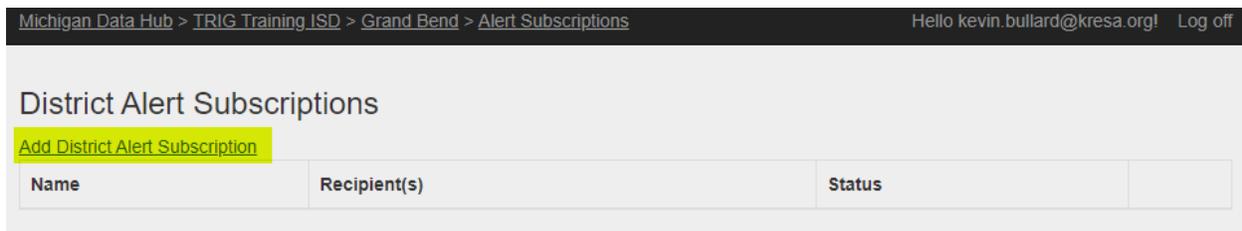
Step 3: Please name the alert you are creating by typing in the Name box. In this example we will name the alert "New API integration added", and select "Audited Activity", and last select the "API Integration Added" scheduled activity.
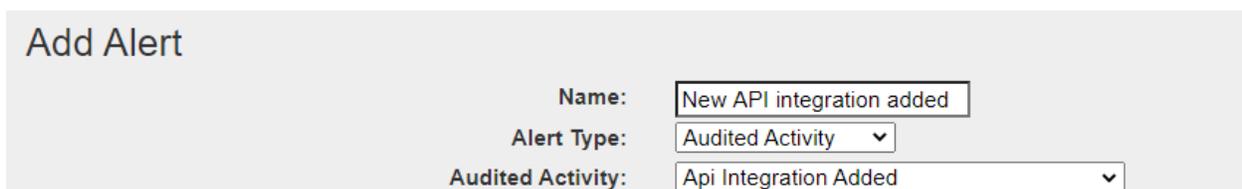
Please ensure the name of your alert notification correlates to the selected audited activity chosen in the pull-down menu.

Step 5: Select the subscribers (users) that will receive the notification upon an API being added in the cockpit. Only individuals listed in the MiDataHub cockpit will appear in this list as a subscriber.

If there is an individual you would like to have receive the notification that is not in this list, they can be added in the "email box" below this subscriber list. After adding the email address for that individual, click Add.
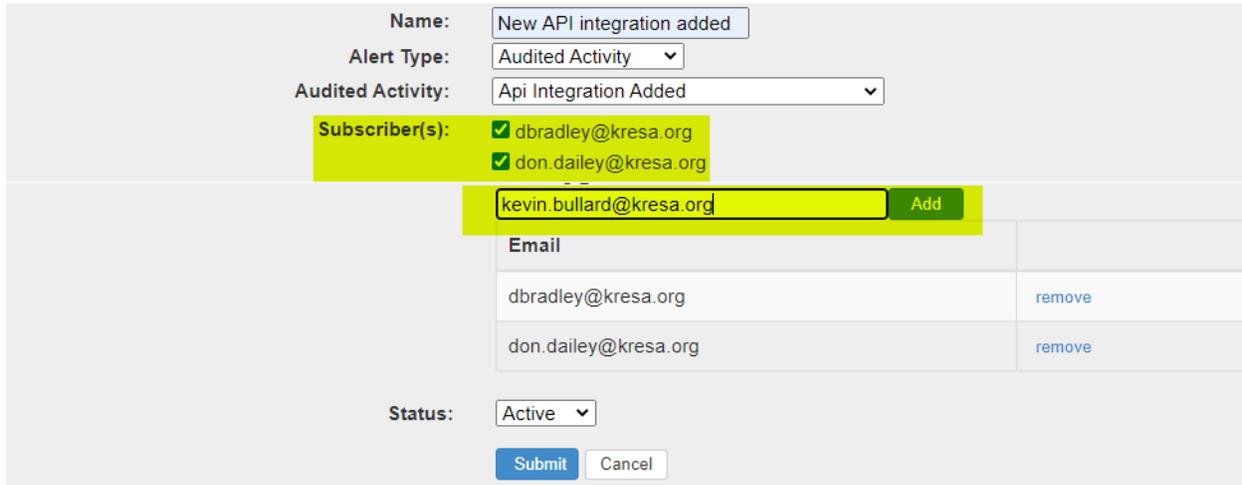
Name:	New API integration added
Alert Type:	Audited Activity
Audited Activity:	Api Integration Added
Subscriber(s):	☑ dbradley@kresa.org ☑ don.dailey@kresa.org
	kevin.bullard@kresa.org Add

Email	
dbradley@kresa.org	remove
don.dailey@kresa.org	remove

Status:	Active

Submit   Cancel

***If you would like to remove a user, simply click the remove link to the right of the users name.

Step 6: Click Submit, and your notification will be saved and available to review and modify

If you have any questions on this process please contact the MiDataHub support team at support@midatahub.org.