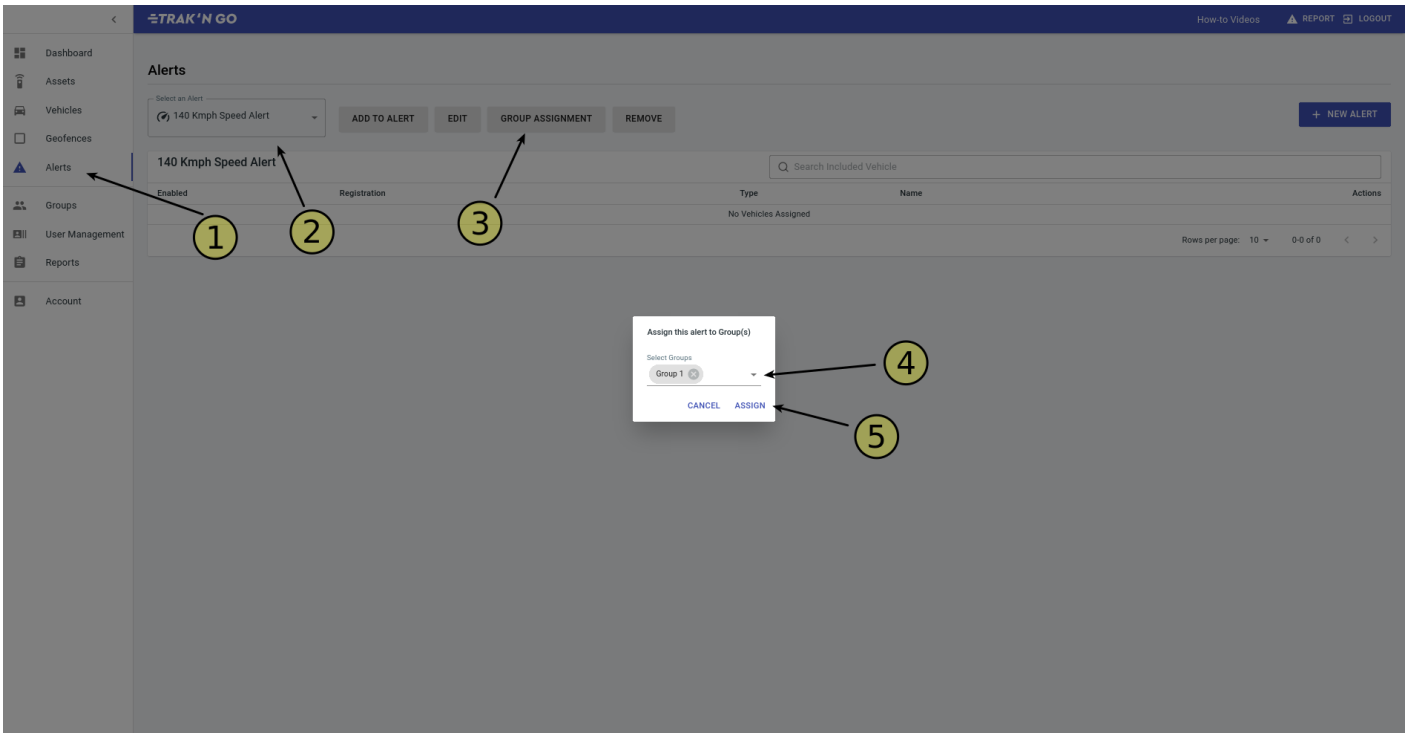
How to add an alert to a group?



1. Make sure you are on the Alerts page.
2. Select an Alert from the drop down to open it.
3. Click GROUP ASSIGNMENT button.
4. Select the groups that you want the alert to be in.
5. Click ASSIGN to save the changes.

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