Alert Center

The Alert Center is designed to keep you informed about all booking activities within your account, including new bookings, cancellations, and reschedules. By setting up alerts, you can ensure that the right people are notified at every stage of the booking process, allowing for better oversight and management.

Accessing the Alert Center

To access the Alert Center:

1. Click on the gear icon in the top-right corner of your account.
2. Select **Alert Center** from the dropdown menu.

Creating a New Alert

Creating a new alert allows you to customize notifications based on specific booking events and users. Here's how to set one up:

1. Click on **Create alert** in the Alert Center interface.
2. **Define alert criteria** in the **Criteria** section of the pop-up window:

   - **Event:** Select the **Event** for which you want to receive alerts. Options include booking cancellations, confirmations, and reschedules.
   - **Scope:** Choose the **Scope** of the alert. You can select alerts for a specific user, Booking Calendar, or Booking Page. Then, choose the specific item from the dropdown menu.

3. Specify alert recipients in the **Notify** section:

   - Use the **Recipients** dropdown to select the users who should receive the alert emails.

Managing Existing Alerts

You can easily modify, duplicate, or delete existing alerts to keep your notifications up-to-date and relevant. To manage an alert:

1. Locate the alert you wish to manage within the Alert Center.
2. Click the three dots (...) next to the alert.
3. Choose one of the following options:

   - **Edit:** Modify the alert's settings, such as event type, scope, or recipients.
   - **Duplicate:** Create a new alert with the same settings as the existing one, allowing for quick setup of similar alerts.

- **Delete:** Permanently remove the alert from your account.

Note: If the user, who has been scheduled for a booking, has their email notifications turned off, then users on the global alert will not receive any notifications either.