

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

Michigan Data Hub > TRIG Training ISD > Grand Bend							He	ello kevin.bullard@kresa	.org!	Log off
Agreements	Inventory -	Reports -	Utilities -	MSDS -	MILEARN -	Features -				
Manage [District: G	Frand Be	Activity Lo Applicatio Audit Log	og n Username	Management					
ISD/Intermedi		Maintenance Scripts ODS Management Alerts			:ode: 255901					
Current School Year : 2020-2021 (populated) ✓ SFTP Password :										
Integration Server : HUB-ETL5 District Status : Active										
New Authorization				Subi	mit Cancel					

Step 2: Select Add District Alert Subscription

Michigan Data Hub > TRIG Training ISD > Grand Bend > Alert Subscriptions Hello kevin.bullard@kresa.org!						
District Alert Subscrip	otions					
Add District Alert Subscription						
Name	Recipient(s)	Status				

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.

Add Alert	
Nam	New API integration added
Alert Typ	Audited Activity
Audited Activi	ty: Api Integration Added

<u>Please ensure</u> 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: Alert Type: Audited Activity: <mark>Subscriber(s):</mark>	New API integration added Audited Activity Api Integration Added dbradley@kresa.org don.dailey@kresa.org	
	kevin.bullard@kresa.org Add Add	
	dbradley@kresa.org don.dailey@kresa.org	remove
Status:	Active 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.