This documentation will walk users through the process of creating an Alert Subscription on the Data Freshness in your ODS and will be configured to send an alert when data in your ODS has not been updated for 5 days. A Scheduled activity is a predefined set of rules around specific activities within your ODS. This alert subscription walkthrough will be demonstrated using the Scheduled Activity option, Data Freshness activity option.

**Step 1:** Select the Utilities pull down menu and click Alerts

**Step 2:** Select Add District Alert Subscription

**Step 3:** Please name the alert, select the alert type and scheduled activity. In this example we will name the alert “Data Freshness”, and select Scheduled Activity as the alert type, and last select the “Data Freshness” Scheduled activity.
Step 4: Upon selecting the Data Freshness Scheduled Activity, a condition option will appear which allows the user to manage the criteria determined to trigger the notification. In this example we would like to be notified when the data in the ODS has not been refreshed after 5 days.

Step 5: Configure the schedule for running the activity. In this example we would like the schedule to run daily, starting 10/16/2020 at 12:00 AM, running every day.

Step 6: 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.

***If you would like to remove a user, simply click the remove link to the right of the users name.
Step 7: 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.