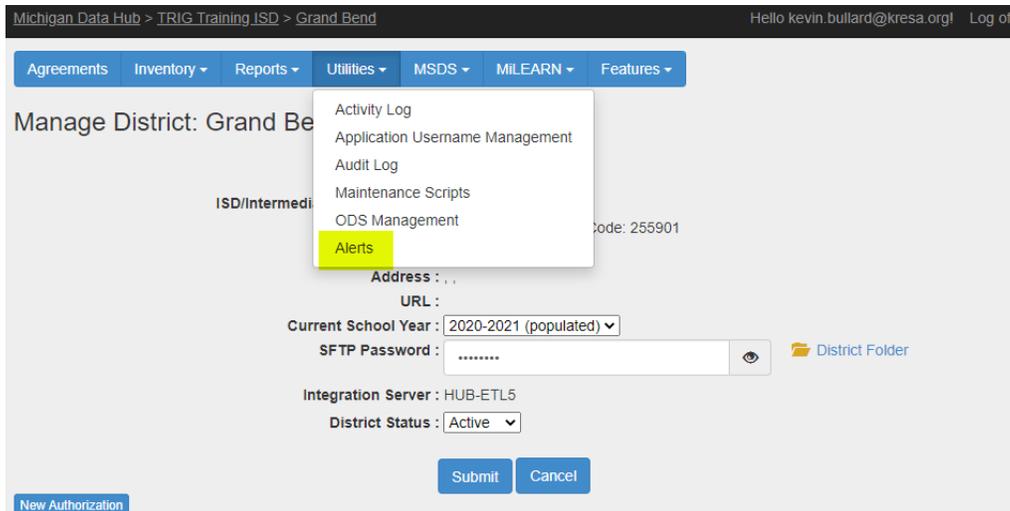


This documentation will walk users through the process of creating an Alert Subscription on the Data Freshness in your ODS and will be configured to send an alert when data in your ODS has not been updated for 5 days. A Scheduled activity is a predefined set of rules around specific activities within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



Michigan Data Hub > TRIG Training ISD > Grand Bend Hello kevin.bullard@kresa.org! Log off

Agreements Inventory Reports **Utilities** MSDS MILEARN Features

Manage District: Grand Bend

ISD/Intermediate District: Grand Bend Code: 255901

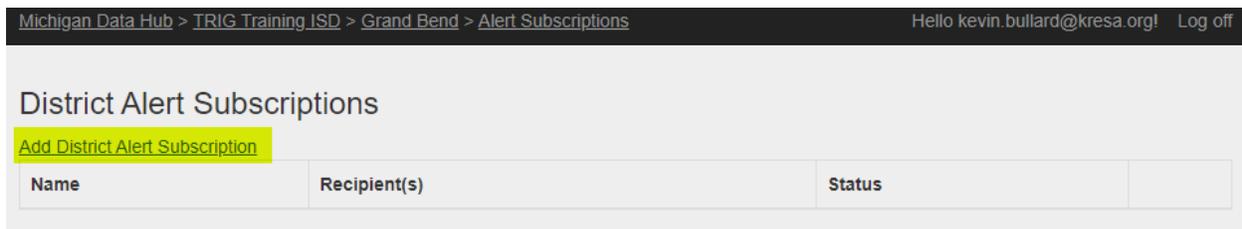
Activity Log
Application Username Management
Audit Log
Maintenance Scripts
ODS Management
Alerts

Address : , ,
URL :
Current School Year : 2020-2021 (populated)
SFTP Password :   District Folder
Integration Server : HUB-ETL5
District Status : Active

Submit Cancel

New Authorization

Step 2: Select Add District Alert Subscription



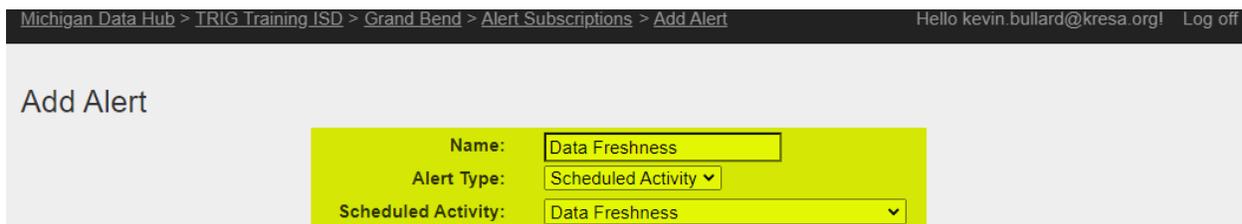
Michigan Data Hub > TRIG Training ISD > Grand Bend > Alert Subscriptions Hello kevin.bullard@kresa.org! Log off

District Alert Subscriptions

Add District Alert Subscription

Name	Recipient(s)	Status

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.



Michigan Data Hub > TRIG Training ISD > Grand Bend > Alert Subscriptions > Add Alert Hello kevin.bullard@kresa.org! Log off

Add Alert

Name: Data Freshness
Alert Type: Scheduled Activity
Scheduled Activity: Data Freshness

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.

Add Alert

Name:

Alert Type:

Scheduled Activity:

Condition:	Name	Operator	Value	Description
	DaysOld	Greater than	5	The minimum days since the last update

An alert event will occur when the above condition is met.

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.

Schedule

Schedule

Run at next available cycle:

Schedule Type:

Start Date:

Start Time: :

Repeat Every: Days

Advanced: Repeat task every

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.

Subscriber(s): dbradley@kresa.org
 don_dailey@kresa.org

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

Status:

***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

District Alert Subscriptions

[Add District Alert Subscription](#)

Name	Recipient(s)	Status	
Data Freshness	dbradley@kresa.org don.dailey@kresa.org kevin.bullard@kresa.org	Active	delete
New API integration added	dbradley@kresa.org don.dailey@kresa.org kevin.bullard@kresa.org	Active	delete

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