



High Ground University

How to View Past and Scheduled Alerts on the Calendar

In this video we will discuss how to view past and scheduled alerts on your calendar.

Anytime you send an alert or schedule an alert to go out at a future date it will appear on your Calendar. If you'd like to view all your alerts, past and future, simply hover over "Alerts" and select "Calendar". If you click on a past alert it will take you to your results page for that alert. If you click on a future alert you will be taken to the alerts page where you can make any edits needed. Simply click on Schedule Alert at the bottom of the page to save your changes.

Being able to view all of your alerts, past and future, on a calendar is helpful for you to see the number of alerts you're sending and how to best send them in the future.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.