Creating an Alert Rule

To create a new alert rule

1. **Click Assessments> Notifications and Alerts. A list of alert rules appear.**
2. Click **New.**
3. Enter the following fields:
    1. **Name.** Enter a name and description for the new Alert Rule and click **Next**.
    2. **Thresholds.** Enter thresholds for compliance and risk score. A notification will be sent if the compliance score falls below the threshold, or if the risk score rises above the threshold. To ignore the compliance score, set it to 0. To ignore any of the risk scores, set them to 100. Click **Next.**
    3. **Programs**. Select the programs of interest, all programs or selected to this alert rule. When you have specified programs, click **Next**.
    4. **Entities**. Select specific entities of interest to this alert rule. Find entities by dynamic group, or search for the entities. When you have specified entities, click **Next**.
    5. **Controls**. Select controls from the controls tree. Check the box to select approved versions only, if desired. When you have specified controls, click **Next**.
    6. **Recipients**. Select recipients by name, team, or role. You may select recipients using a combination of methods. To move on, click **Next**.
        - To select by name, check Select Individual Users. Search for the user, select the user and click >>.
        - To select by team, check Select Teams. Select the team from the list and click >>.
        - To select by role, such as Primary Owner, check the box associated with the desired role.
    7. **Options**. Select an email template for the notification, or click Create a new template to display an editor to design a new email template. Click P**review Template** to see an example notification. Un-check Enable this alert to postpone making this alert active. Specify how much of the assessment must be complete before testing scores against the thresholds.
4. Click **Finish**.