

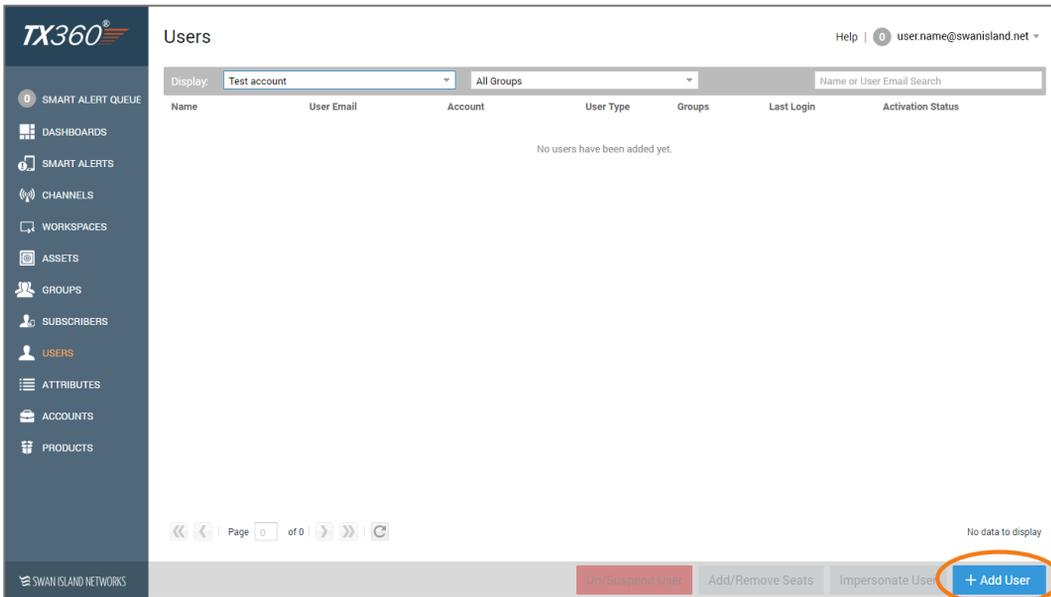
# TX360<sup>®</sup>



## Quickstart Guide

## 1. Creating & activating a user account

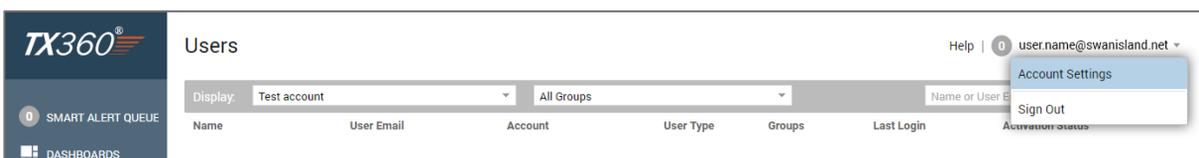
Champion Users will see the Users tab in the sidebar. On the Users page, click the “+Add User” button in the bottom right to launch the User creation flow.



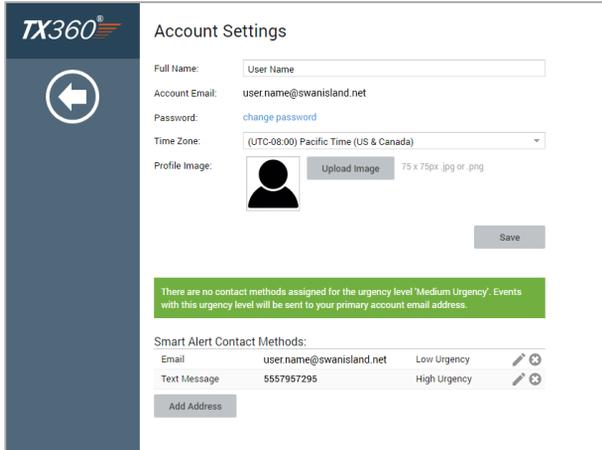
Enter a name, valid email, user type, and activation email delivery preference, then click “Add User.” The new user should receive an email with an activation link. After clicking the link, they will be able to designate a password for their account and login to TX360.

## 2. Customizing your user preferences

In order to receive Smart Alerts, you’ll need to set up your Contact Methods. Click your user name in the top right and select “Account Settings” from the drop menu.



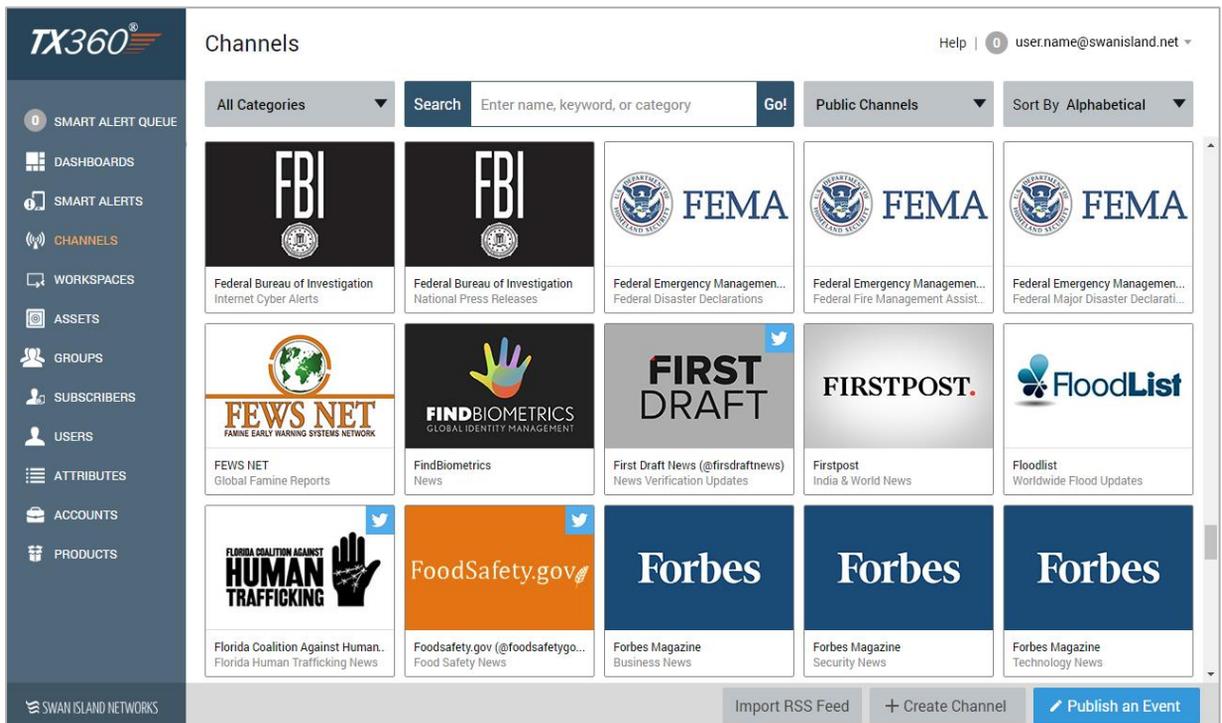
### Customizing your user preferences (cont'd)



Once on the Account Settings page, click “Add Address” to add email addresses and phone numbers with various urgency levels. When creating a smart Alert, the urgency level you pick will determine which contact method will be used. You can also change your time zone, password and profile image (which will be displayed on the Workspace timeline) on the Account Settings page.

### 3. Navigating the Channel Gallery

The TX360 Intelligence Channels are the main building block of Dashboards and Smart Alerts. Aggregating and filtering the Channel Events in order to deliver the most relevant information is a critical part of using TX360 effectively.



## Navigating the Channel Gallery (cont'd)

- Click on the drop menus at the top to filter the gallery by:
  - Category:** filter by general news/threat types.
  - Search:** will return a list of Channels that contain *any* of the entered words in their Source Name, Content Title, Description, Swan Island-defined keywords, or Categorization settings.
  - Display Options:** filter the results by Channel Type or Ownership.
  - Sort Options:** reorder the Channel cards by alphabetical order, Swan Island rating, volume (average number of Events published a day, latest Event published, and most recently added to the Gallery).
- Once you have filtered by Category, you can further filter the results by Featured Topic, Region, or Data Type in the sidebar menu that appears (displayed below).

The screenshot displays the TX360 Channels gallery. At the top, there are filters for 'Public Health' and 'Public Channels', a search bar, and a 'Sort By' dropdown set to 'Alphabetical'. The main area is a grid of channel cards, each with a logo and a brief description. The sidebar on the left is titled 'FILTER RESULTS BY:' and includes sections for 'FEATURED TOPICS' (Disease, Environmental, Food, Healthcare), 'REGION' (Asia, Central America & Caribbean, Europe, Middle East, North Africa, a., North America, South America, Sub-Saharan Africa, Australia & Oceania, Worldwide), 'RATING' (1-5 stars), and 'DATA TYPE' (Has Location Data). At the bottom right, there are buttons for 'Import RSS Feed', '+ Create Channel', and 'Publish an Event'.

## 4. Viewing Channel Events

- You can view a Channel's description, rating, and see if it has location data by hovering over its card.
- To view the Events in a Channel click on its Channel card.
- List View:** you can see titles and short descriptions for the most recent 15 Events in a Channel and click through to the full article/description.
- Map View:** if any of the Events in a Channel have location data, you can view them on a map by clicking the "Map View" tab.

**TX360** NY-Alert: All-Hazards Alerts for New York State Help | user.name@swanislnd.net

The latest public hazards for the entire state of NY from NY-Alert, sourced from all NY county Emergency Management and Public Health departments.

LIST VIEW MAP VIEW

Special Weather Statement issued May 27 at 2:55PM EDT by NWS Buffalo  
19 minutes ago - published by users.nyalert.gov Hide Copy To

Special Weather Statement issued May 27 at 1:57PM EDT by NWS Buffalo  
1 hour ago - published by users.nyalert.gov Hide Copy To

N/B Palisades Pkwy btwn Exit 10 & 11 - Road Closure - at 1:50 PM - T/Ramapo- Rockland Co. - for approx 2 hrs. - due to a down tree across all lanes.  
1 hour ago - published by users.nyalert.gov Hide Copy To

CLEARED: I-90 Eastbound  
1 hour ago - published by users.nyalert.gov

Special Weather Statement  
1 hour ago - published by users.nyalert.gov

UPDATE: I-90 WB at Exit 12  
2 hours ago - published by users.nyalert.gov

Special Weather Statement  
2 hours ago - published by users.nyalert.gov

DETOUR INFO: I-90 EB & WB  
2 hours ago - published by users.nyalert.gov

UPDATE: I-90 EB & WB closed at Exit 12, Tower  
2 hours ago - published by users.nyalert.gov

CLEARED: NY 27 (Sunrise Hwy) WB Accident I  
4 hours ago - published by users.nyalert.gov

**TX360** NY-Alert: All-Hazards Alerts for New York State Help | user.name@swanislnd.net

The latest public hazards for the entire state of NY from NY-Alert, sourced from all NY county Emergency Management and Public Health departments.

LIST VIEW MAP VIEW

Events in the Selected Map Area

Special Weather Statement issued May 27 at 11:00 AM EDT by NWS Buffalo  
22 minutes ago [\(info\)](#)

Special Weather Statement issued May 27 at 1:57 PM EDT by NWS Buffalo  
1 hour ago [\(info\)](#)

N/B Palisades Pkwy btwn Exit 10 & 11 - Road Closure - at 1:50 PM - T/Ramapo- Rockland Co. - for approx 2 hrs. - due to a down tree across all lanes.  
1 hour ago [\(info\)](#)

CLEARED: I-90 Eastbound has all lanes reopened  
1 hour ago [\(info\)](#)

Special Weather Statement issued May 27 at 1:57 PM EDT by NWS Buffalo  
1 hour ago [\(info\)](#)

UPDATE: I-90 WB at Exit 12 all lanes reopened  
2 hours ago [\(info\)](#)

Special Weather Statement issued May 27 at 1:57 PM EDT by NWS Buffalo  
2 hours ago [\(info\)](#)

DETOUR INFO: I-90 EB & WB Closure at Exit 12, Tower  
2 hours ago [\(info\)](#)

UPDATE: I-90 EB & WB closed at Exit 12, Tower  
2 hours ago [\(info\)](#)

CLEARED: NY 27 (Sunrise Hwy) WB Accident I  
4 hours ago [\(info\)](#)

SWAN ISLAND NETWORKS Edit Channel Settings Publish an Event

## List View

## Map View

## 5. Finding Useful Feeds – Best Practices

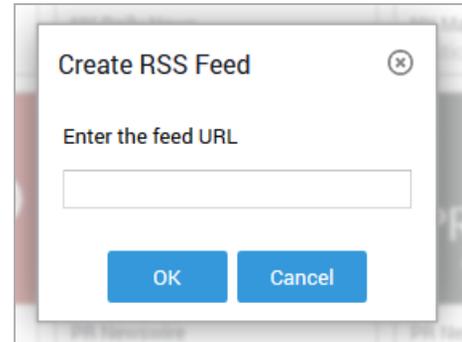
- Today, the TX360 supports the following feed formats: RSS/Atom (with and without CAP data), GeoRSS, Social Network feeds, and Social Network and Web searches. **Note:** TX360 can accommodate a wide range of other feed types as well, but to do so requires engineering support.
- RSS, which uses a standard XML formatting, is the most popular data syndication method on the web and can be found on many websites—just look for the RSS logo:



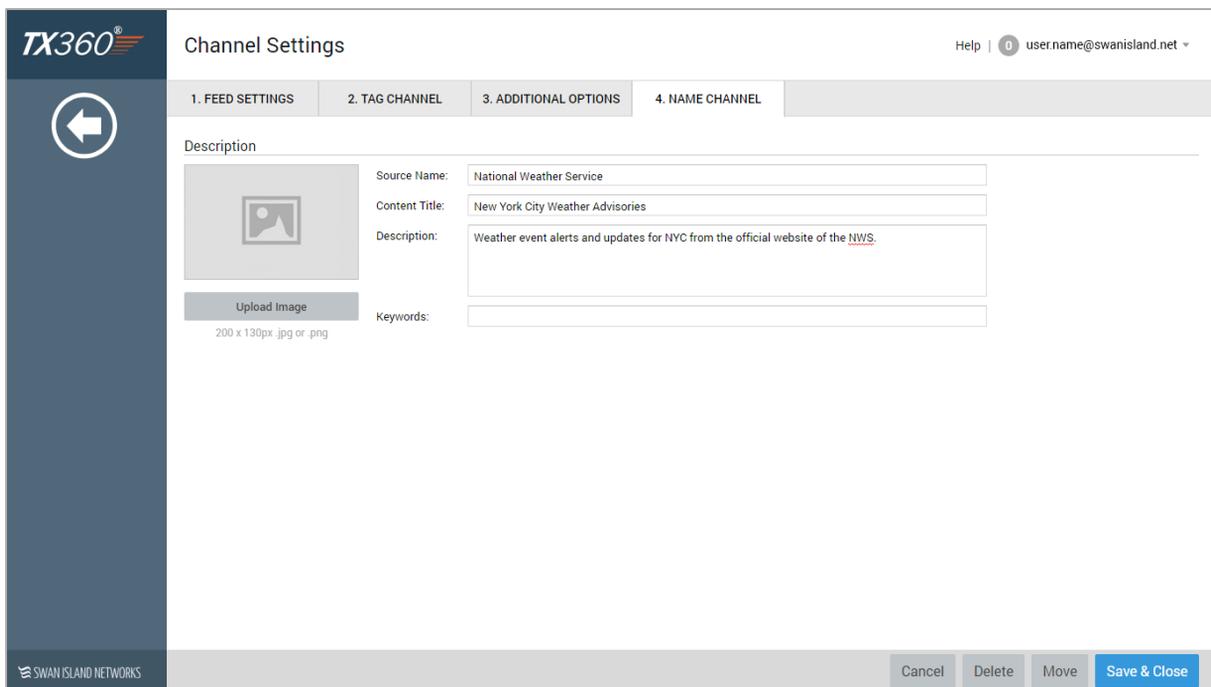
- Sometimes the RSS feed is not advertised well, but can be found by adding “/rss” or “/feed” to the end of a page’s URL.
- You can search for RSS feeds via Google (by adding “filetype:RSS” to your search text) or Bing (by formatting your search as “feed:[keyword]”). Additionally, you can use a variety of RSS search engines (i.e. Instant RSS Search, RSS Micro, RSS Search Hub, Feedage are recommended).
- Common Alerting Protocol (CAP) Data is preferred, and often advertised next to the RSS logo.

## 6. Importing a New Feed

From the Channel Gallery, click the “Import RSS Feed” button and enter the feed URL in the popup. You can also try entering just a website URL and TX360 will search for RSS feeds listed in its meta data. Once you click “OK,” your new Channel will be highlighted temporarily. **Note:** TX360 will automatically import Title and Description defined by the feed meta data, but may require editing.



## 7. Editing Channel Settings

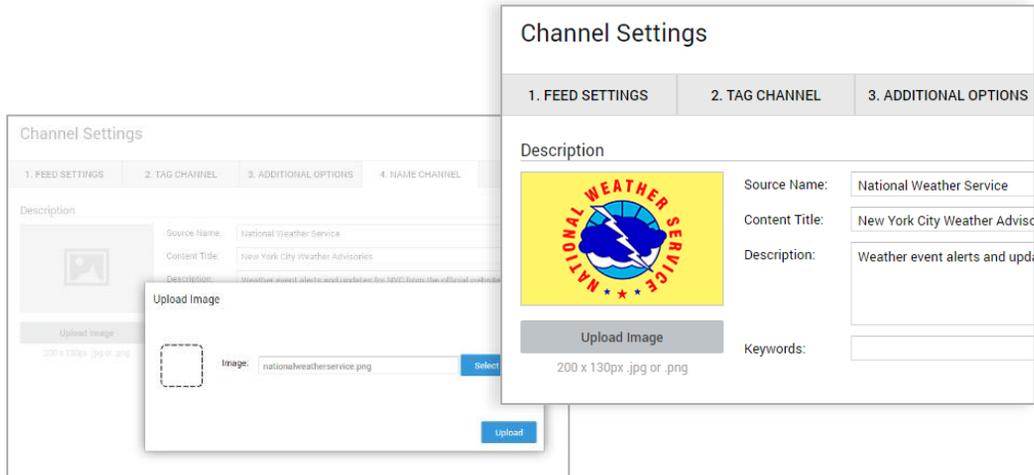


### Naming a Channel

- To edit your Channel’s settings, click on its newly created Channel card. From the Channel’s List View page, select “Edit Channel Settings” on the bottom right. **Note:** You can also go straight to editing the settings from the Channel Gallery by right-clicking on the card.
- Click on the “4- NAME CHANNEL” tab and enter the name of the organization that provides the RSS feed (e.g. “National Weather Service”) in the Source Name field.
- In the Content Title field, describe the type of Events published by the source (e.g. “Fire Alerts in California”).
- In the Description field, give a brief summary of Channel Content and the source’s credentials.

## Adding a Channel Icon

- On the same tab, click the “Upload Image” button.
- Select the image file you wish to represent the Channel. **Note:** The file must be in JPG or PNG format, size 200x130 pixels (alternate sizes may be distorted or unable to upload).
- After clicking the “Upload” button, your image should appear.



## 8. Creating an Aggregated & Filtered Channel

### Aggregating Channels

- From the Channel Gallery page, click “Create Channel,” in the bottom right.
- Click the “Browse Channels” button in the “Input Channels” section.
- Select one or more Channels and click “Continue” in the bottom right.

### Filtering a Channel

**Note:** You cannot filter an imported RSS feed; you must add it to an aggregated Channel to filter its events

- You can filter channels that contain CAP data by their various CAP properties. To do so, click the “Add Property Filter” button in the Properties section to and select the CAP property set. Then click “Add filters” to define its filtering parameters.
- Enter words and phrases to filter by, using INCLUDE ANY, INCLUDE ALL, and EXCLUDE ALL.
- When a Channel has Location data, you can filter its Events by location, using a point/radius, a line, or a polygon. Click “Add Area Filter” near the bottom of the screen. In the Geofence Editor, you can create points, lines and polygons, along with a radius, to restrict which Channel Events will appear in the channel by their associated location.
- If your account has Asset Management enabled, you can filter Event by proximity to an asset or an asset collection. On the Proximity Warnings tab add Assets and Collections and define the radius you’d like to filter by.

## 9. Sharing Channels with Other Users

To share a Channel, click on its card to view its Events. Click the “Edit Channel Settings” button at the bottom. Once on the **Channel Settings** page, browse to the “Additional Options” tab. Click the “Add Share” button to add a Group, User or Workspace to the Channel’s viewing permissions, and assign them Read, Publish, and Manage rights.

## 10. Deleting Channels

To delete a Channel, click on its card, then click the “Edit Channel Settings” button at the bottom. Once on the **Channel Settings** page, click “Delete” at the bottom of the screen and confirm deletion.

## 11. Navigating the Dashboard Gallery

On the Dashboard page, you’ll see a list of any Dashboards you’ve created, as well as any licensed to your account.

**TX360** Dashboards Help | user.name@swanisland.net

- SMART ALERT QUEUE**
- DASHBOARDS**
- SMART ALERTS**
- CHANNELS**
- WORKSPACES**
- ASSETS**
- GROUPS**
- SUBSCRIBERS**
- USERS**
- ATTRIBUTES**
- ACCOUNTS**
- PRODUCTS**

**SWAN ISLAND NETWORKS** + Add Dashboard

<p><b>Biometrics Industry Monitoring</b> News stories, blog posts, and statistics about hand, iris, facial, voice, signature and DNA recognition technology.</p>	<p><b>Current Fire Incidents in Australia</b> Alerts, warnings, news and updates related to current brushfire activity in Australia.</p>	<p><b>Cyber Threats</b> News, alerts, and cyber crime reports about potential threats to your infrastructure.</p>	<p><b>Honolulu International Airport</b> Monitoring threats and activity for the Honolulu International Airport</p>
<p><b>Incidents and Warnings in Sydney</b> Fire, Police, Traffic, and Disaster alerts in Sydney, Australia.</p>	<p><b>New Dashboard</b></p>	<p><b>Newy Dashboard</b> Dashboard description</p>	<p><b>NY/NJ Transportation Overview</b> Airport, Bus, and Travel hazards near the NY Port Authority.</p>
<p><b>Threats Near a Distribution Route</b> Severe weather, road hazards and dispatch messages along a supply chain.</p>	<p><b>Traffic Conditions in Portland, OR</b> Road and traffic incidents, conditions, and traffic cameras in the Portland metro area.</p>	<p><b>Traffic, Weather, Disasters and Crime in Denver, CO</b> A common operational view of threats and events near Denver, Colorado.</p>	<p><b>Traffic, Weather, Disasters and Crime in Melbourne, Australia</b> A common operating picture of incidents, conditions, &amp; warnings in the Melbourne area.</p>
<p><b>Travel Disruptions in Detroit Near the Canadian Border</b> Border delays, severe weather, and coast guard alerts in the Windsor/Detroit Metro area.</p>	<p><b>Wildfire Threats Near Cell Towers in San Diego County</b> Fire Alerts and water status updates in and around San Diego county.</p>	<p><b>Windsor Area Border Crossings</b> Windsor area border crossing conditions; bridges &amp; tunnel traffic, conditions, &amp; incidents.</p>	<p><b>Wisconsin Transit &amp; Emergencies</b> State-wide conditions at-a-glance: transportation &amp; weather alerts, emergency communications, ...</p>

## 12. Viewing Existing Dashboards

On the Dashboard page, you'll see a list of any Dashboards you've created, as well as any licensed to your account. Click on a Dashboard card to view it.

**Honolulu Emergency Mngament - Twitter**

Every grave adorned with lei. Take a moment today to think of those who sacrificed so much for us. #MemorialDay <http://pbs.twimg.com/media/CjuWwNQWsAAZpGK.jpg>  
yesterday · published by twitter.com

RT @Oahu\_DEM: Flood advisory Oahu until 8:15 pm Sunday. Heavy rains in town & south central #Oahu.

**Disease Outbreaks & Travel Notices**

**BH : H5N6 (highly pathogenic avian influenza virus) / Asia / China [0:1]**  
05/31/2016 - 17:54:10 - Biological Hazard event (H5N6 (highly pathogenic avian influen...  
2 hours ago · published by feedproxy.google.com

**BH : Anthrax / Asia / Bhutan [0:33]**  
05/31/2016 - 17:50:01 - Biological Hazard event (Anthrax) happened in Asia / Bhutan. G.  
2 hours ago · published by feedproxy.google.com

**Earthquakes & Tsunamis**

**M 2.0 - 7km SW of Volcano, Hawaii**  
59 minutes ago · published by earthquake.usgs.gov

**EQ 0.5 Volcano, HI - PRELIMINARY REPORT**  
An earthquake with magnitude 0.5 occurred near Volcano, HI at 03:00:58.10 UTC on May 31, 2016. (This event has been reviewed by a seismologist.)  
17 hours ago · published by earthquake.usgs.gov

**Hurricane Outlook**

**Concerns mount over 'hurricane amnesia'**  
TALLAHASSEE -- As the six-month Atlantic hurricane season begins Wednesday, weathe...  
3 hours ago · published by highlandtoday.com

**Obama urges public to get ready for hurricane season**  
WASHINGTON (AP) - President Barack Obama is urging the public to prepare for the coming...  
4 hours ago · published by hawaiiexpress.com

**Weather Alerts & Forecast**

**Message**  
A slow-moving front bisects much of the region and cuts across the main Hawaiian is...  
1 hour ago · published by prh.noaa.gov

**Data Time**  
Based on data through 1800 UTC May 31 2016.  
1 hour ago · published by prh.noaa.gov

**Weather Resources**

**Forecast Discussion**  
<http://forecast.weather.gov/product.php?site...>

**Printable Forecast**  
<http://forecast.weather.gov/MapClick.php?lat...>

**Hazardous Weather**  
<http://www.prh.noaa.gov/hnl/pages/watchwa...>

**Local Graphical Forecasts**  
[http://www.prh.noaa.gov/hnl/pages/gfe\\_grap...](http://www.prh.noaa.gov/hnl/pages/gfe_grap...)

**Oahu Surf Forecast**  
<http://www.prh.noaa.gov/hnl/pages/SRF.php>

**Traffic Cameras**

**Nimitz & Aolele St**

**Airport Updates & Alerts**

**Runway 8R-26L temporarily closed at Honolulu International Airport for airfield maintenance**  
HONOLULU -- The Hawaii Department of Transportation (HDOT) advises Oahu residen...  
1 week ago · published by hidot.hawaii.gov

**International travelers see 45 percent reduction in processing times because of new Automated Passport Control kiosks**  
HONOLULU -- New Automated Passport

### Map Navigation

- In a Dashboard's map gadget, you can hover over the various map icons to see the more info.
- Use the mouse to drag the map to a location or use the zoom buttons in the top left. You can also use the mouse wheel to zoom.
- To view and toggle a map's legend and overlays, hover over the layers icon in the top right of the gadget.

### Gadget Settings

- You can edit a gadget's settings by clicking on the gear icon in the top right of the gadget and selecting "Settings."
- You can also toggle the display of the Event description and full title.

## 13. Creating a New Dashboard

On the Dashboard page, you'll see a list of any Dashboards you've created, as well as any licensed to your account. Click on a Dashboard card to view it.

The screenshot shows the 'Edit Dashboard' page in the TX360 interface. The page has a dark blue sidebar on the left with a back arrow icon and the TX360 logo. The main content area has a light gray header with 'Edit Dashboard' and a user profile 'user.name@swanisland.net'. Below the header are two tabs: 'PRESENTATION' (active) and 'PERMISSIONS'. The 'PRESENTATION' tab contains a 'Description' section with three input fields: 'Name' (containing 'New Dashboard'), 'Description', and 'Layout'. Below the description fields is a 'Gadgets' section with a 'Slot 1' dropdown menu and a 'Select' button. At the bottom right of the page are four buttons: 'Cancel', 'Delete', 'Move', and 'Save'.

- To create a new Dashboard, click “Add Dashboard” in the bottom right of the Dashboards page.
- Enter the Dashboard’s Name and Description in their respective fields.
- To select a layout, click on the empty box under the description field.

**Note:** You must save your Dashboard before making further changes.

### Adding Event/Map Gadgets

- In the Presentation section, enter a name and description in their respective fields. Try to make sure your Gadget’s name and description succinctly reflect the purpose of your gadget.
- Select a Gadget mode: determine whether you want your gadget to display as a List of Events or a Map.
- Add Channels to your Gadget by clicking “Add Channels” and selecting which Channels you would like to add. Note: Only channels with location data will show up if your Gadget is in Map mode).
- Asset Collection overlays: If you have Asset Management enabled for your Account, you can display Assets on a map. Click the “Add Collections” buttons to select which Asset Collection you would like to display.

### Adding Event/Map Gadgets (cont'd)

- e. XML, KML, and GeoRSS overlays: Click "Add File Overlay" to display compatible data types on the map. If the overlay file is hosted somewhere, you can enter the URL in the popup box, name it, and assign an icon to it. If you've created the overlay locally or downloaded it, you will have to host it on a server somewhere and reference the URL in the popup. TX360 does not presently allow you to upload overlay files.
- f. Search overlays: You can add a Bing Search overlay to your map by clicking "Add Search Overlay." Name your overlay layer, designate an icon, and add a keyword in the "What:" field. Enter a location in the "Where:" field. We recommend using the format "Portland, OR."

### Adding Image Gadgets

- a. In the Image Gadget settings, select a rotation time (in seconds) to decide the length of time that each image will be show before rotating to the next.
- b. To add images, click "Select" and add a Name and the image URL to the image fields. Click "Update" to save the image to the image rotator.

### Adding Link Gadgets

- a. Click "Select" and add a Name and URL for the Link in the respective fields.
- b. Click "Update" to save the link.

### Editing and Managing Gadgets

- a. You can edit any of your Dashboard's gadgets by clicking on the gear icon in the top right of the gadget, and selecting "Settings."
- b. In the Edit Gadget page, you can edit any of your gadget's settings just as you did when you created the gadget.

## 14. Editing a Dashboard

The screenshot displays the 'Edit Dashboard' page in the TX360 system. The interface includes a sidebar on the left with a navigation menu. The main content area is divided into two tabs: 'PRESENTATION' (active) and 'PERMISSIONS'. Under the 'PRESENTATION' tab, there is a 'Description' section with a small image of an eye icon, a 'Name' field containing 'Biometrics Industry Monitoring', a 'Description' field with the text 'News stories, blog posts, and statistics about hand, iris, facial, voice, signature and DNA recognition technology.', and a 'Layout' field with a grid icon. Below this is a 'Gadgets' section with five slots, each containing a gadget name, type, and an 'Edit' button:

Slot	Gadget Name	Gadget Type	Action
Slot 1	Biometrics Industry Trends	Image Gadget	Edit
Slot 2	News Stories from Tech Media	Events Gadget	Edit
Slot 3	Blog Posts from Industry Media	Events Gadget	Edit
Slot 4	Twitter Posts from Industry Media	Events Gadget	Edit
Slot 5	Biometric Stories from Reddit	Events Gadget	Edit

At the bottom of the page, there are buttons for 'Cancel', 'Share', 'Delete', 'Move', and 'Save'.

### Changing Name and Description

While viewing a Dashboard, you can edit a Dashboard's name and description by clicking "edit" next to the Dashboard's name.

### Changing Layouts

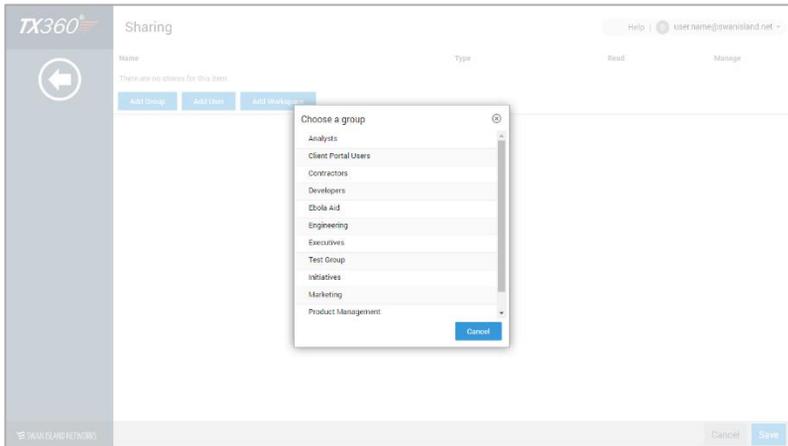
- While viewing a Dashboard, you can change the layout by clicking "layout" to the right of the Dashboard title.
- Keep in mind that if you select a layout with fewer gadgets than you are currently using, you will lose some of these gadgets.

### Moving Gadgets

While viewing a Dashboard, you can move a Dashboard's gadgets around simply by dragging and dropping them into another slot. You can also change their assigned slot from on the Edit Dashboard page, in the Gadgets section.

## 15. Sharing a Dashboard with Other Users

To share a Dashboard, click the gear icon in the top right corner of its card (on the Dashboards page). Once on the Edit Dashboard page, click on the “Edit Permissions” tab or the “Share” button at the bottom of the screen. On the Sharing page, you can add a Group, User or Workspace to the Dashboard’s viewing permissions.

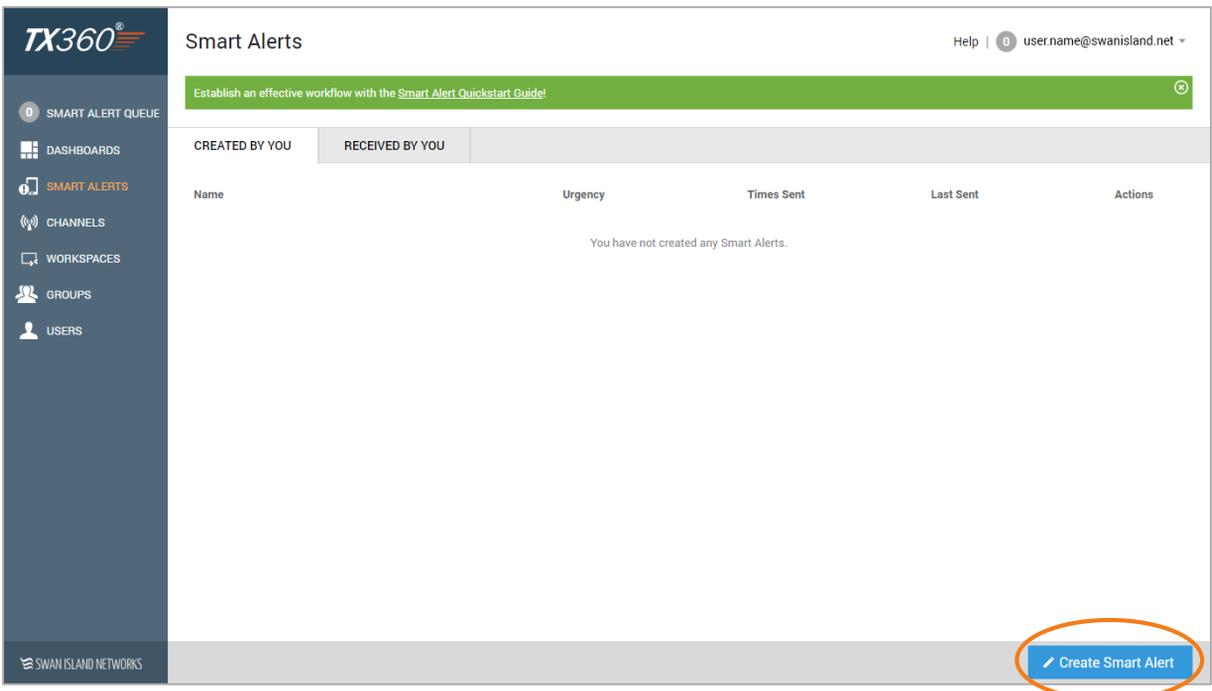


### Deleting a Dashboard

On the Edit Dashboards page, click “Delete” at the bottom of the screen and confirm deletion.

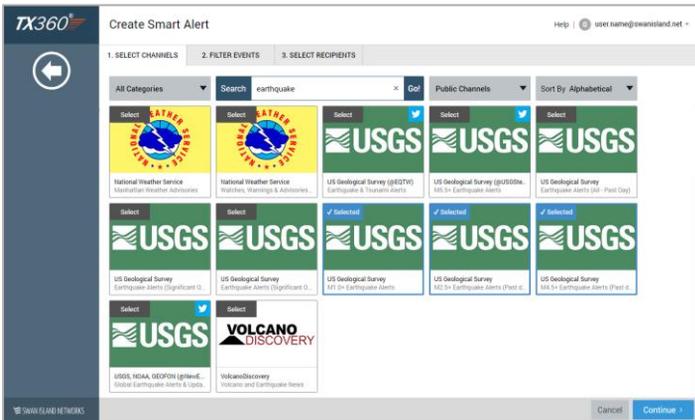
## 16. Creating a Smart Alert

The process for creating a Smart Alert is very similar to that of creating a Channel. First, navigate to the Smart Alerts page and click the “Create Smart Alert” button.



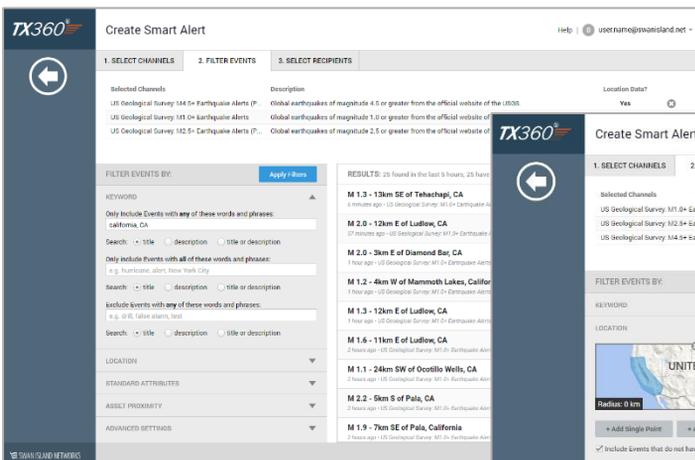
## Selecting Channels

- Use the Category filters, Search bar, Gallery filters, and sorting options to narrow down your selection.
- Click on a Channel card to view its recent alerts.
- Select the Channels you'd like to include in the alert by clicking their "Select" buttons.

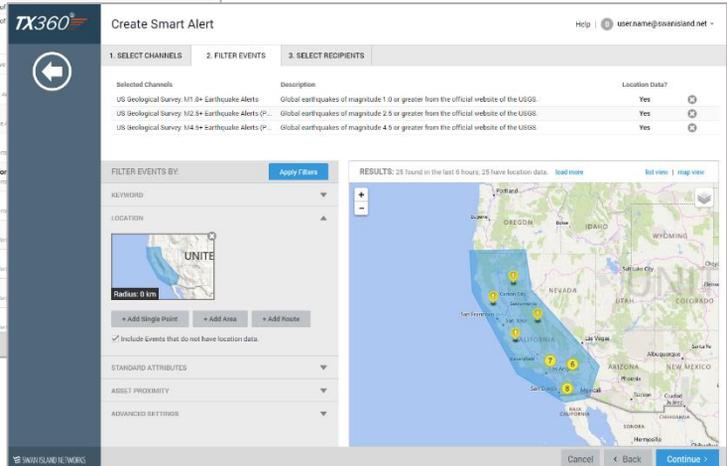


## Filtering Events by Keyword and/or Location

- View and remove selected channels in the table at the top.
- Add keywords to hone in on alerts you'd be interested in, separating terms by commas – eg, "California, CA" if you want results including either "California" or "CA" (or both).
- If the channels have Location Data, you can filter your results by adding a single point, area or route on the map.



**Keyword Filter**



**Location Filter**

## Selecting Recipients

**TX360** Create Smart Alert Help | 0 user.name@swanislnd.net

1. SELECT CHANNELS 2. FILTER EVENTS 3. SELECT RECIPIENTS

Name your alert:  
California Earthquakes

Send alerts as:  
High Urgency ⓘ This determines which of the recipients' contact methods will be used.

Send new alerts to:

Myself

Only display alerts in Smart Alert Queue; do not send to contact address.

Other Recipients

Executives John Doe ⓘ Recipients list will be de-duped automatically.

Send Subscription Confirmation Email to new recipient(s).

Do not allow recipients to unsubscribe from this Smart Alert.

SWAN ISLAND NETWORKS Cancel < Back Save Smart Alert

- Name the Smart Alert—this will display in the Smart Alert history table.
- Designate the Urgency level—this will determine:
  - the color of the Smart Alert in the queue (High Urgency alerts will be red, Medium will be orange, and Low will be gray)
  - which contact method the alert will be sent to (text or email), if enabled.
- Select Smart Alert recipients—You'll want to select "Myself" and the "Only display alerts in Smart Alert Queue; do not send to contact address" to start. This will allow you to fine tune your filtering and curating before receiving alerts via email or text.
- Click the blue "Save Smart Alert" button in the bottom right and confirm Smart Alert enablement.

## 17. Curating Smart Alerts in the Smart Alert Queue

On the “Smart Alert Queue” page, you can process Alerts from each of your Smart Alerts.

The screenshot displays the TX360 Smart Alert Queue interface. On the left is a dark sidebar with navigation icons and labels: SMART ALERT QUEUE (14), DASHBOARDS, SMART ALERTS, CHANNELS, WORKSPACES, ASSETS, GROUPS, SUBSCRIBERS, USERS, ATTRIBUTES, ACCOUNTS, and PRODUCTS. The main content area is titled 'Smart Alert Queue' and includes a green banner with a quickstart guide link. Below this, a gray bar indicates 'You have 14 unprocessed alerts. Mark all as read'. A list of alerts follows, with one alert expanded to show details. The expanded alert is for 'M 1.6 - 12km E of Ludlow, CA', published on 6/2/2016. It includes a map showing the location near Ludlow and Amboy, CA, and a metadata box with categories, external ID, and a link to the USGS event page. At the bottom of the list, other alerts are visible, such as 'M 2.0 - 22km ENE of Shingletown, California' and 'M 2.1 - 12km E of Ludlow, CA'. Each alert row has buttons for 'edit settings', 'Copy To', and 'Mark As Read'.

- Click the “Copy To” button to copy the Alert into one or more of your empty Channels, and it will be instantly visible wherever that Channel is being used.
- Click the blue “Mark as Read” button to dismiss an alert from the queue.  
**Note:** It can always be viewed and copied from the Smart Alert history page—just click the clock icon next to the Smart Alert in the Smart Alerts page.
- Adjust a Smart Alert’s settings by clicking the “edit settings” link.
- Toggle the visibility of each Smart Alerts in the gray sidebar.
- Click the “Mark all as read” link in the gray bar at the top to dismiss all alerts in your queue (visible or hidden).