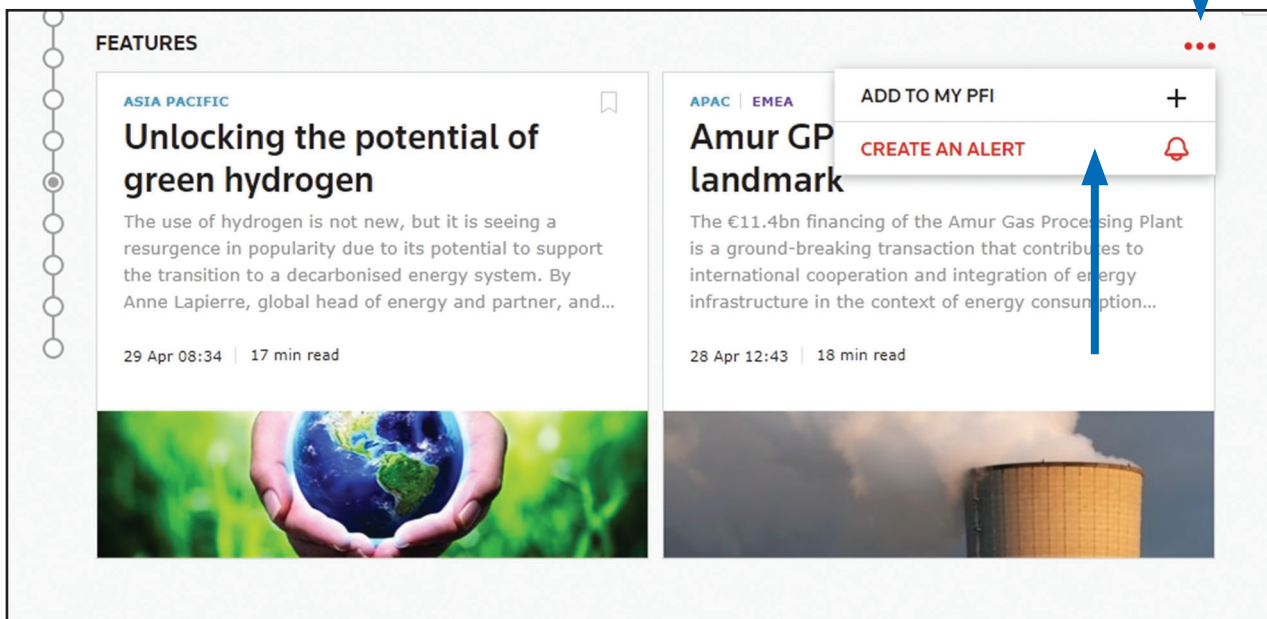


How to set an Alert in PFI

To set an alert and receive an instant notification when a relevant story is published, simply select the ellipses icon > “**Create an Alert**”.

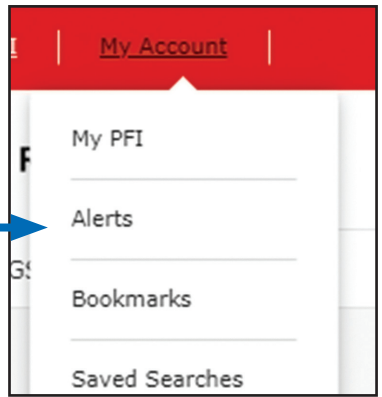


The 'Create Alert' dialog box is shown. The 'Alert Name' field contains 'Home - Features'. The 'Alert Frequency' section has three options: 'Immediate' (disabled), 'Morning Digest' (selected), and 'Evening Digest' (disabled). The 'CREATE ALERT' button is highlighted in red.

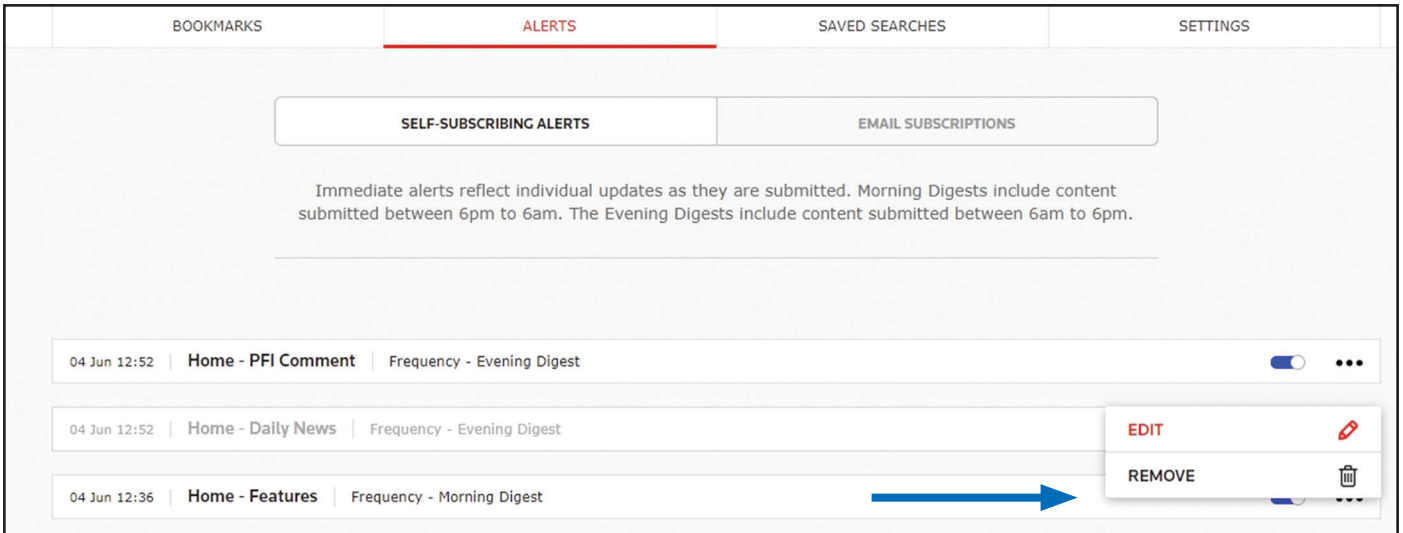
The user can either keep the pre-populated alert name or edit accordingly.

Choose the required frequency – **Immediate**, **Morning Digest** or **Evening Digest** – and select “Create Alert” to make the alert live.

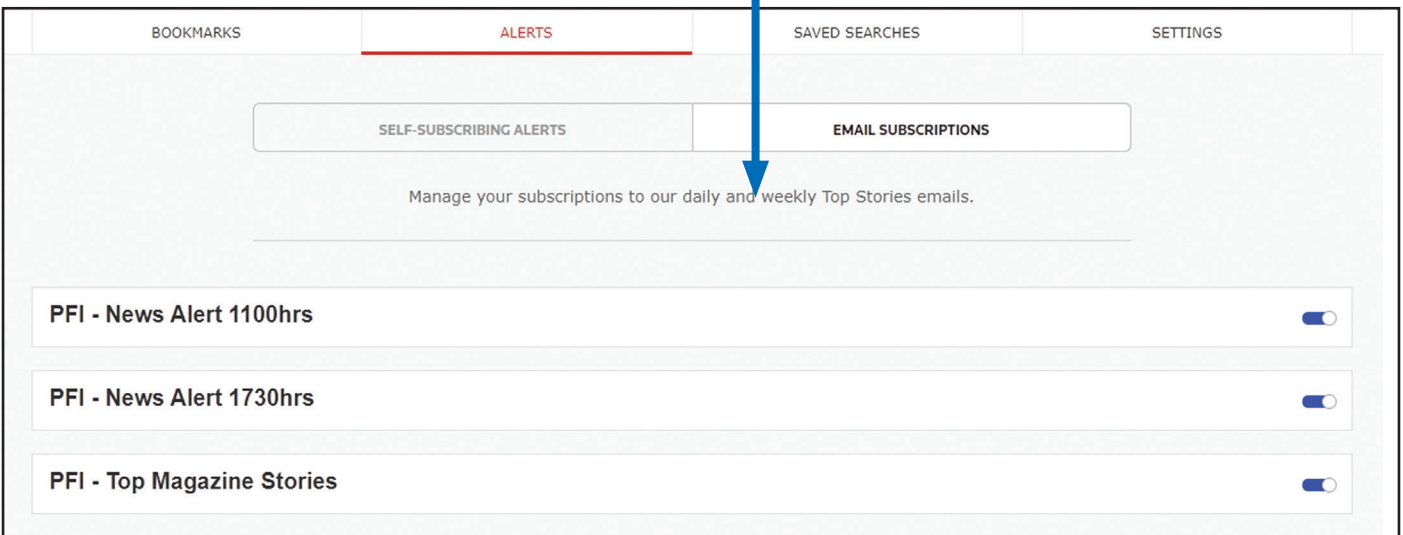
All the Alerts created can be managed in [My Account > Alerts](#).



From here they can be temporarily **switched off**, **edited** or **deleted**.



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