

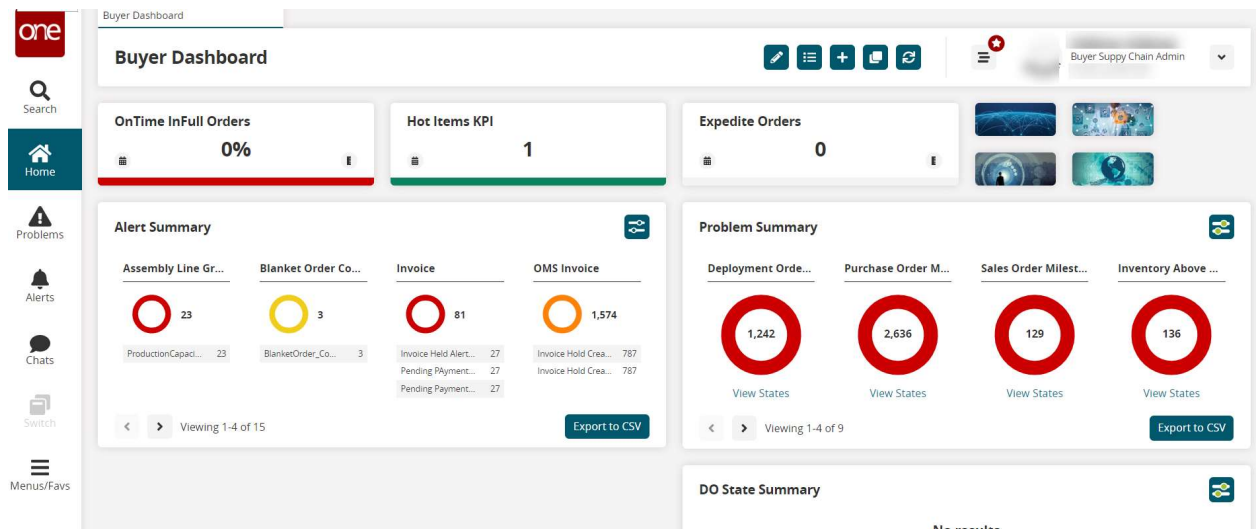
## Introduction

This document provides a quick guide on how to configure the Alert Summary widget in the One Network System. When configured, the Alert Summary Widget helps users stay on top of issues by highlighting problems on the user dashboard.

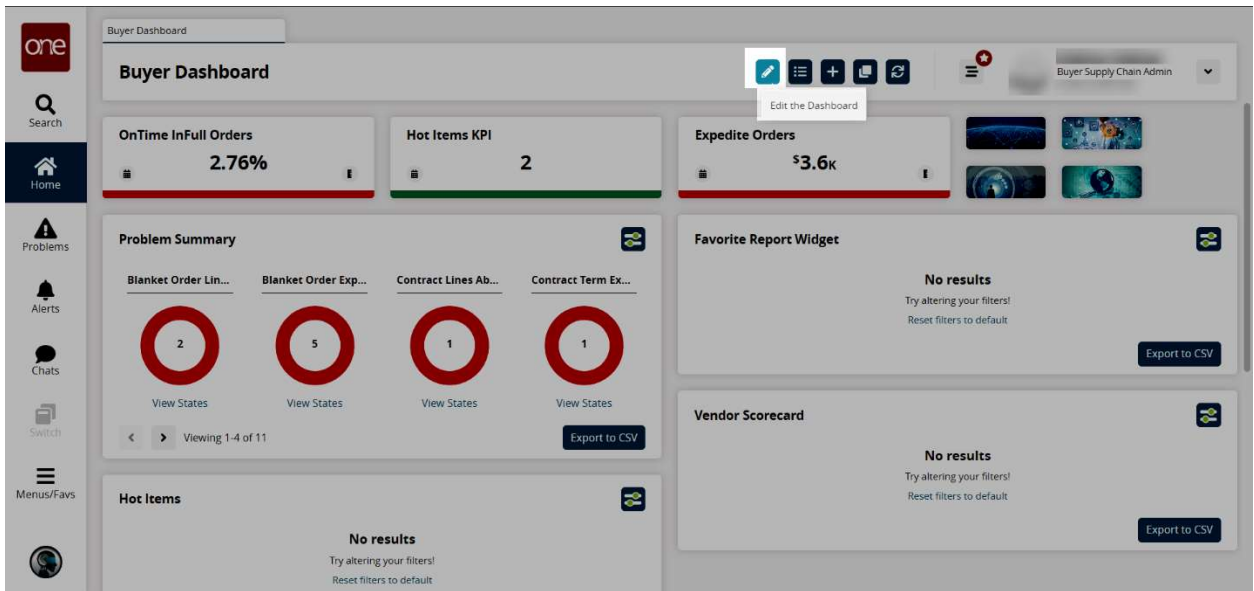
## Configuring Alert Summary Widget

1. Log in to the ONE system.

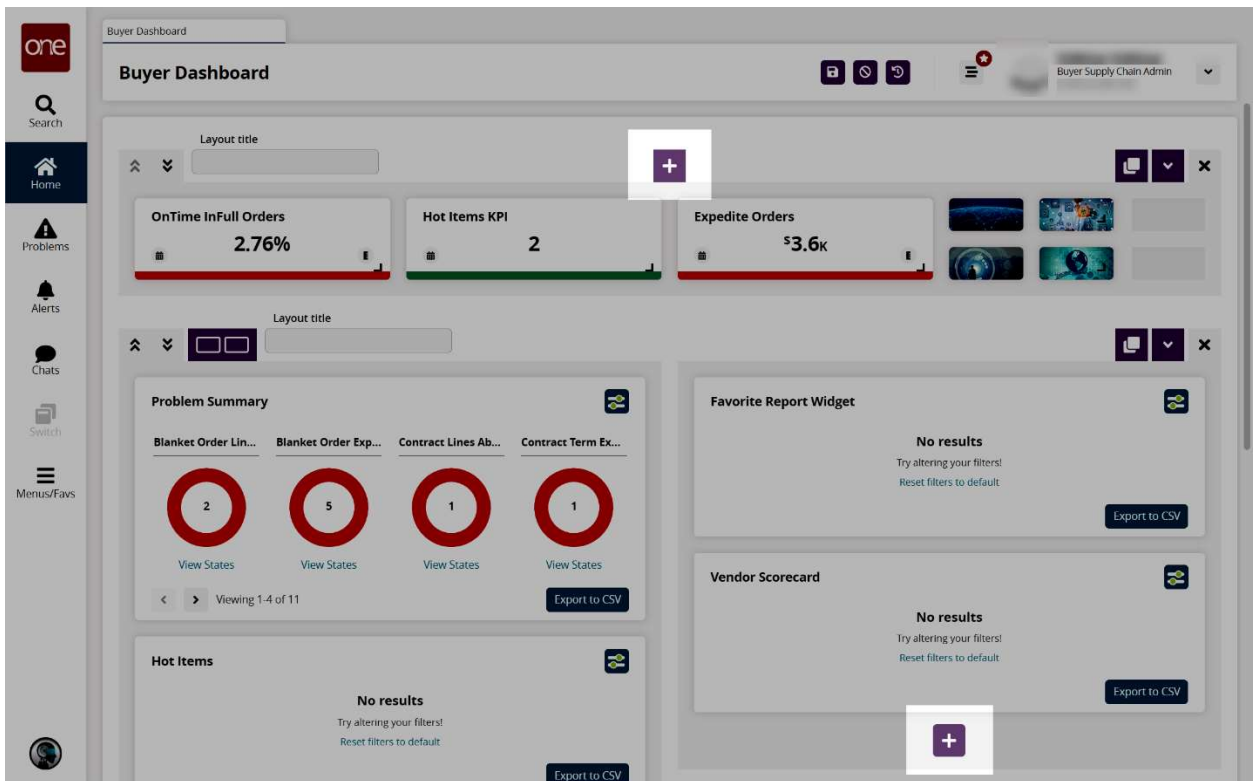
The NEO dashboard screen displays. Different users may have different dashboards as well as their own customized dashboards.



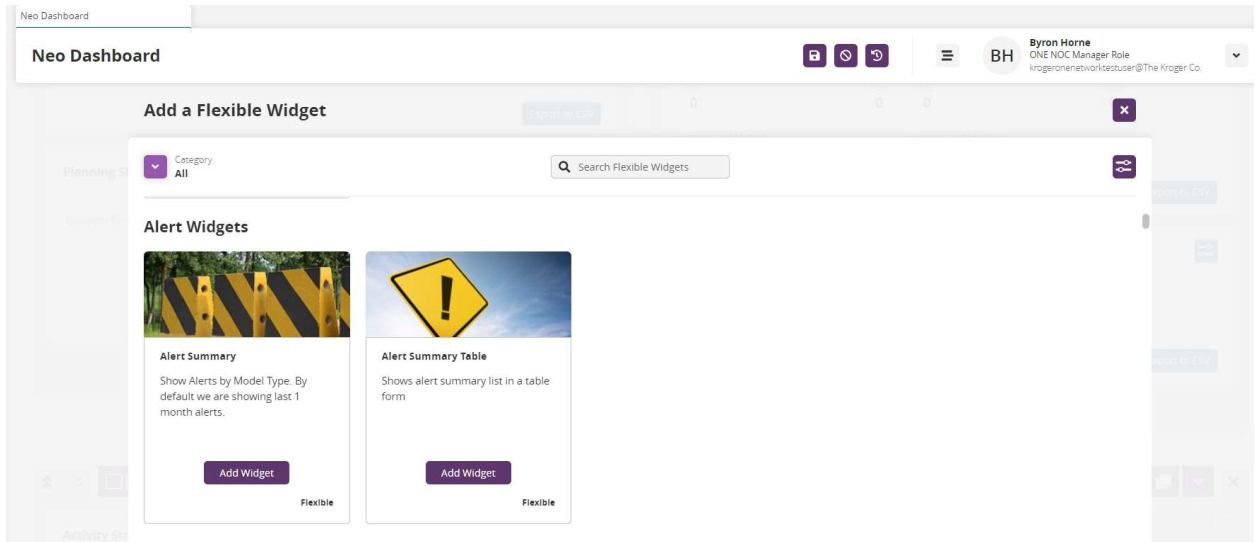
2. Click the **Edit the Dashboard**  icon at the top right of the NEO dashboard.



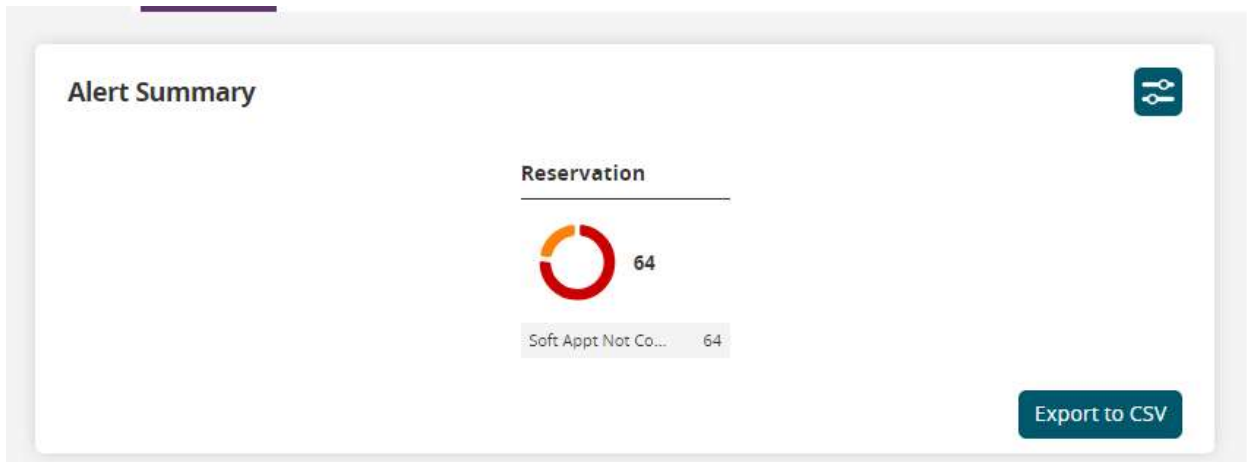
3. Add a Widget (+) button displays at the top of the dashboard and below widgets in the edit mode, depending on whether the widgets are configured for columnar or fixed layout. This widget requires the columnar layout.



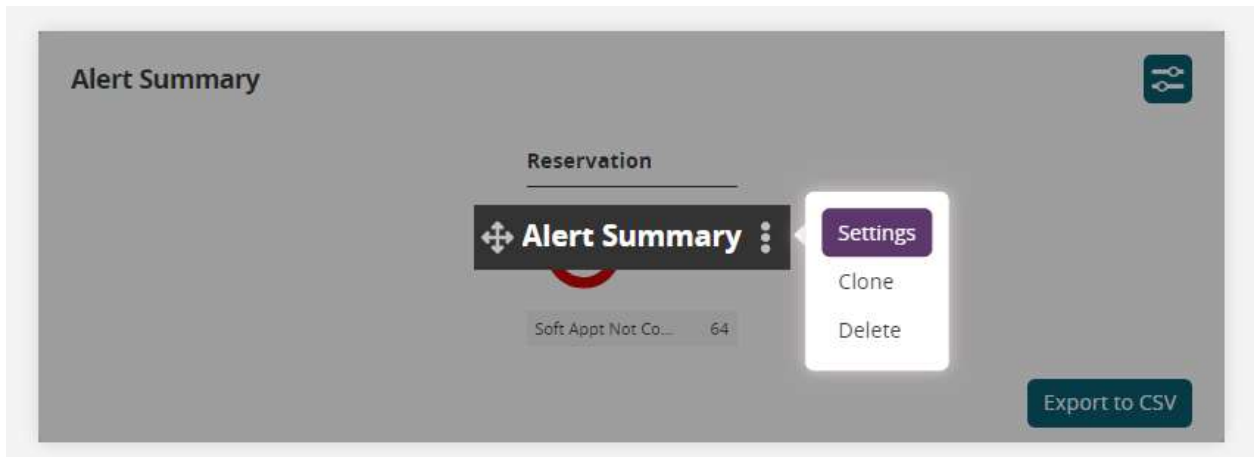
4. The Edit Dashboard screen appears. Locate Alert Summary Widget selection and click Add Widget button.



5. Defaulted widget appears on **Edit Dashboard** screen.



6. Hover over widget and click on Alert Summary then select Settings.



## 7. Configure Widget Settings.

### Alert Summary ✕

Title \*  
Alert Summary Last Refreshed  
Dec 7, 2023 @ 9:44 am EST

Auto Refresh Widget \*  
Do Not Auto Refresh ▼ Refresh Widget Now

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### Filter Options

IssueSubscription 🔍

Message Read ▼

Priority  
 Select All  
 High  Med  Low

Message Created 📅 🕒 to 📅 🕒

Alert Type ▼

Subject

Reset To Default Apply Changes