



# Configuring Notification Schedules with Sentry-go

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*Be Proactive, Not Reactive!*

By default, notifications are sent and/or run whenever the appropriate alert & alert level is triggered. However, you can override this behaviour by defining a notification schedule for the associated user or file/script.

To do this ...

- Edit the appropriate alert notification or script to display its properties.
- Click the "When to Notify" tab to display a window similar to this ...

The screenshot shows a dialog box titled "Add/Edit Alert" with a close button (X) in the top right corner. It has two tabs: "Script/File Name" and "When to Notify", with the latter being active. Below the tabs, there is a text box containing the instruction: "You can choose to always send the alert, or only send it between certain times and on certain days ...". Below this, there is a checkbox labeled "Notify between these times ..." which is checked. To the right of this checkbox is a clock icon and two time input fields: "18:30" and "08:00", separated by "and :". Below the time selection, there is a section titled "On these days ..." followed by a list of days with checkboxes: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked). At the bottom left, there is an information icon (i) and a text box that reads: "When the above option is unticked, the recipient will be notified regardless of day or time." At the bottom right, there are three buttons: "OK", "Cancel", and "Help".

- Tick the first option to enable scheduled notifications.
- Enter the start & finish times to define a range. The associated alert will only be sent if the error occurs within these times.
- Finally, tick the days you want the alert to be sent. If the current day is not selected when the alert is triggered, the alert details not be sent to the associated user or the notification script run.



If you want to specify different times on different days, simply duplicate the alert and specify the appropriate settings.

For example, to enable an alert within normal office hours, select ...

- Start time: 09:00
- End time: 17:30
- Tick Mon, Tues, Weds, Thurs, Fri.

To enable an alert outside normal office hours, select ...

- Start time: 17:30
- End time: 09:00
- Tick Mon, Tues, Weds, Thurs, Fri.

Then, duplicate the alert and set ...

- Start time: 00:00
- End time: 23:59
- Tick Sat, Sun

## More Information

If you need more help or information on this topic ...

- Contact our [Support Team](#).
- Watch [demonstrations & walkthrough videos on-line](#).
- Visit <http://www.Sentry-go.com>.

