NetSuite Daily Alerts

1. Set up daily alerts by going to the Home icon > Set Preferences > Alerts.

2. Set a time to receive the alerts - up to 3 time slots available.

3. Any of these portlets that are on your dashboard will show up in the email alert.

   a. **Reminders Portlet**

   b. **Events**

   c. **Report Snapshots**

   d. **Key Performance Indicators**

4. Or just reply to a previous email alert for an on-demand update!

5.   On-demand alerts, you can send e-mail to alerts@alerts.netsuite.com or reply to an alert e-mail and NetSuite e-mails the contents of your dashboard to your login e-mail address.