# How to Create Incident-Based Alerts with Citizen Connect

Incident-based alerts will notify you when a specific incident occurred or crime was reported. You will be able to go through a list of incident types and select one or multiple incident types to choose from. To set up these alerts, be sure to create an account first as Socrata will prompt you to log-in when creating an alert. For help on setting up these alerts, follow the instructions below:

1. To successfully create an alert, you must be in the Socrata homepage and preferably logged into your account

2. Manage your filters using the information on the left-hand side of the page. You are able to select as many or as few filters as you wish
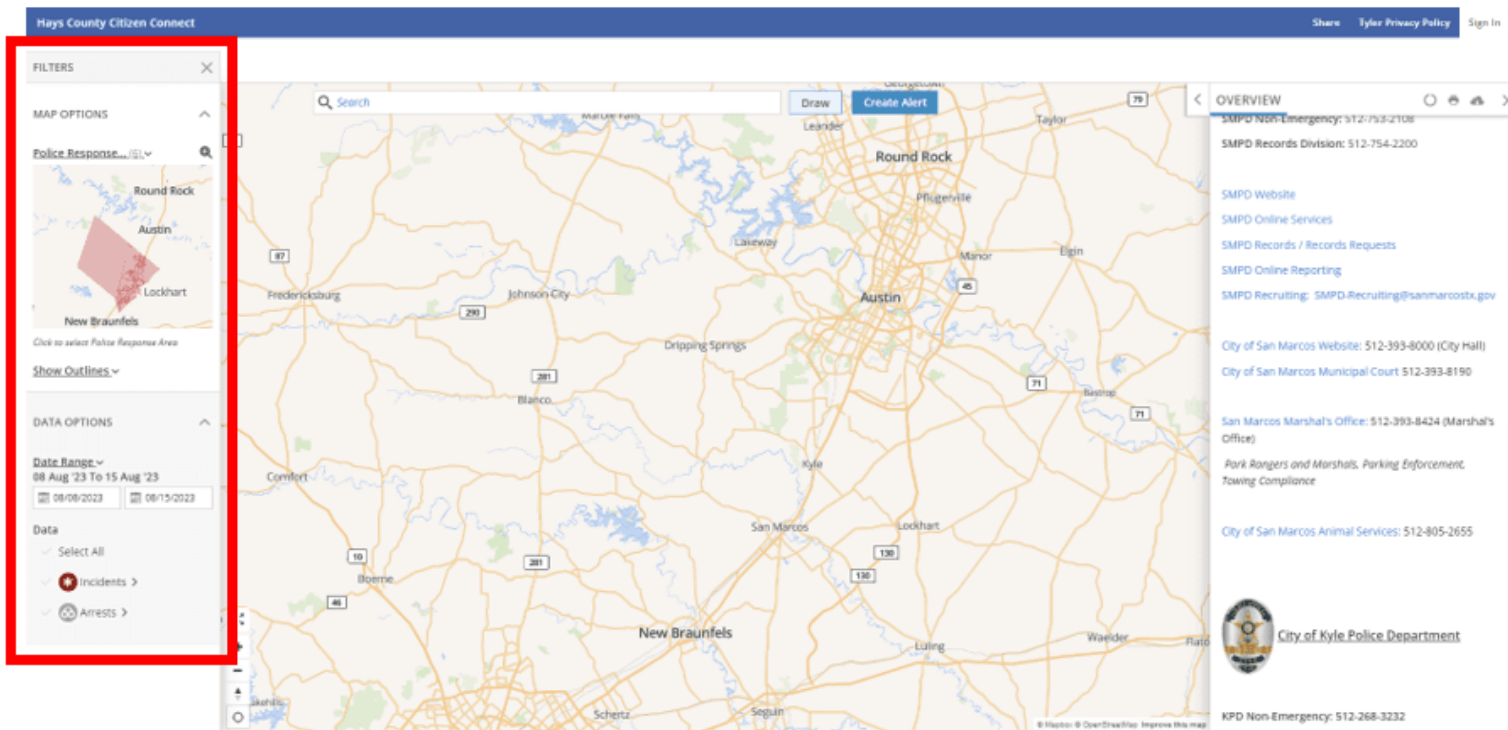
3. If you want to receive alerts for all incidents and arrests in Hays County, simply click Select All and Create Alert

4. If you want to receive alerts for particular incidents, you must first select a jurisdiction of your choosing. For instance, displayed in the picture below is a selection of Texas State University. *Please note that if any of the checkmarks next to a jurisdiction are black, they are selected. If there is a black line to the left of the jurisdiction, that is notating that some incident types are selected within the jurisdiction. In these cases, you will be receiving additional alerts for those jurisdictions.*
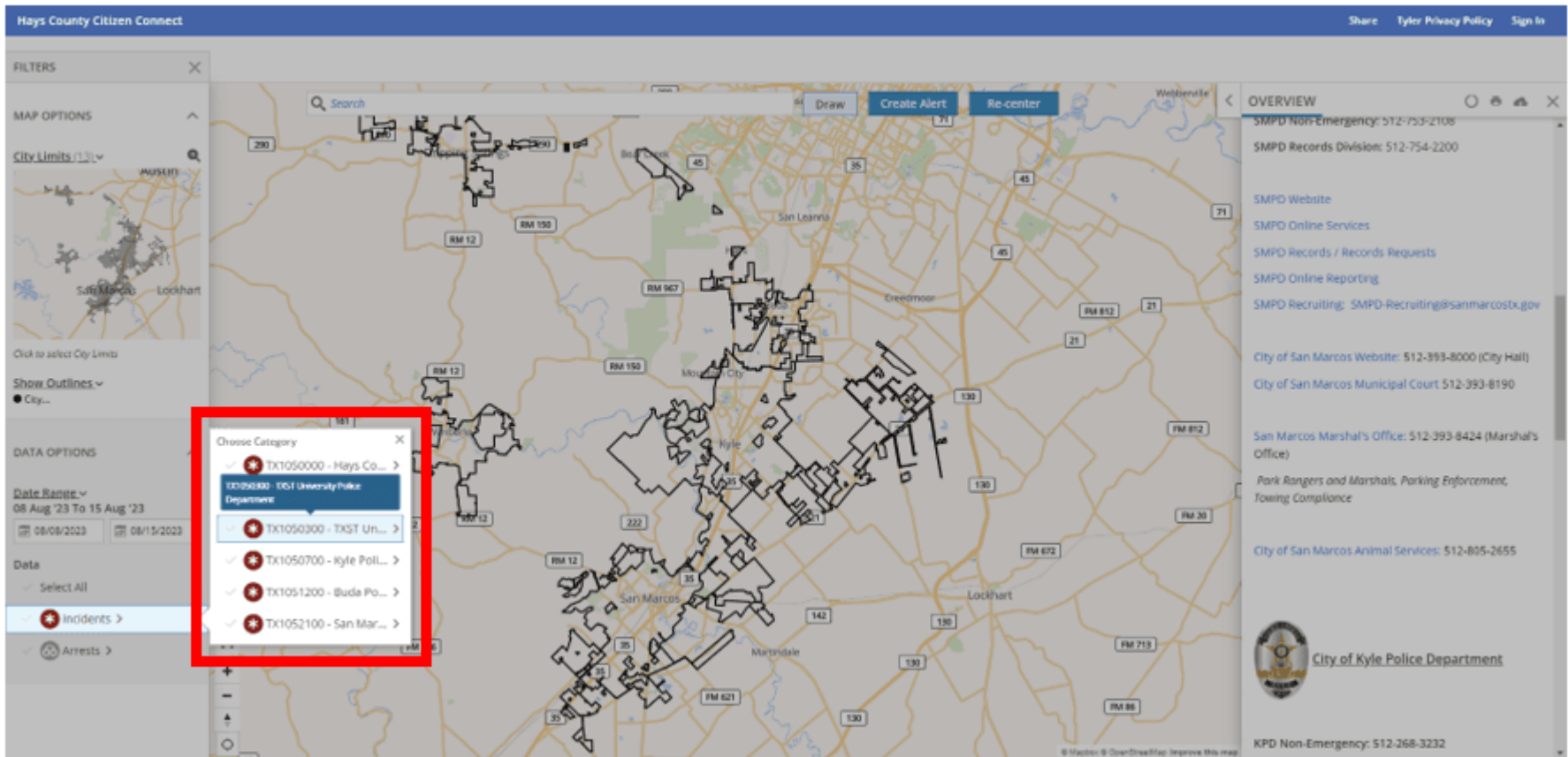
5. Then, select the incident you are interested in receiving alerts on. For instance, displayed in the picture below is a selection of all Accidents to receive alerts for all accidents occurring within Texas State University jurisdiction. *Please note that a black arrow indicates selection, but a grey arrow indicates no selection and data will not be displayed.*
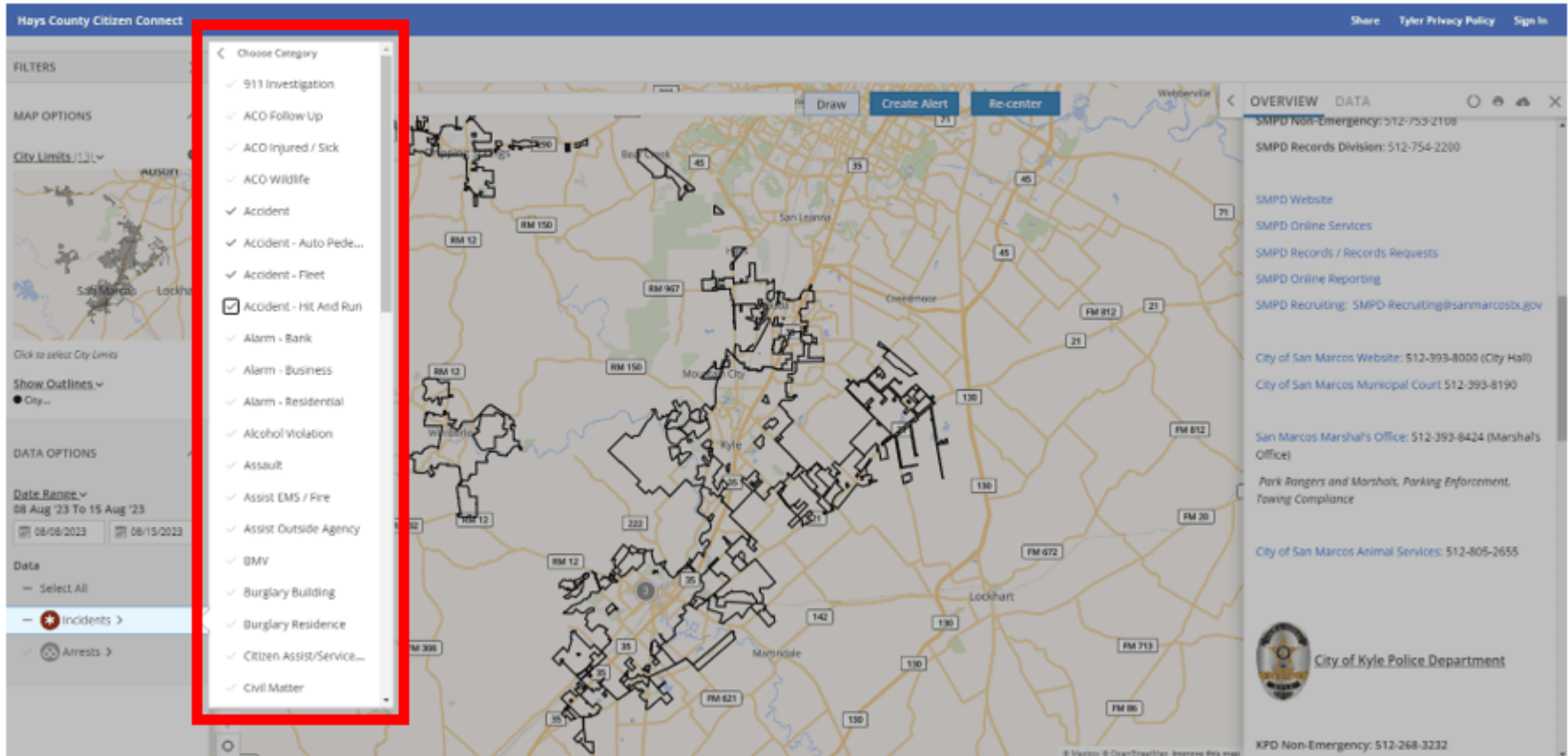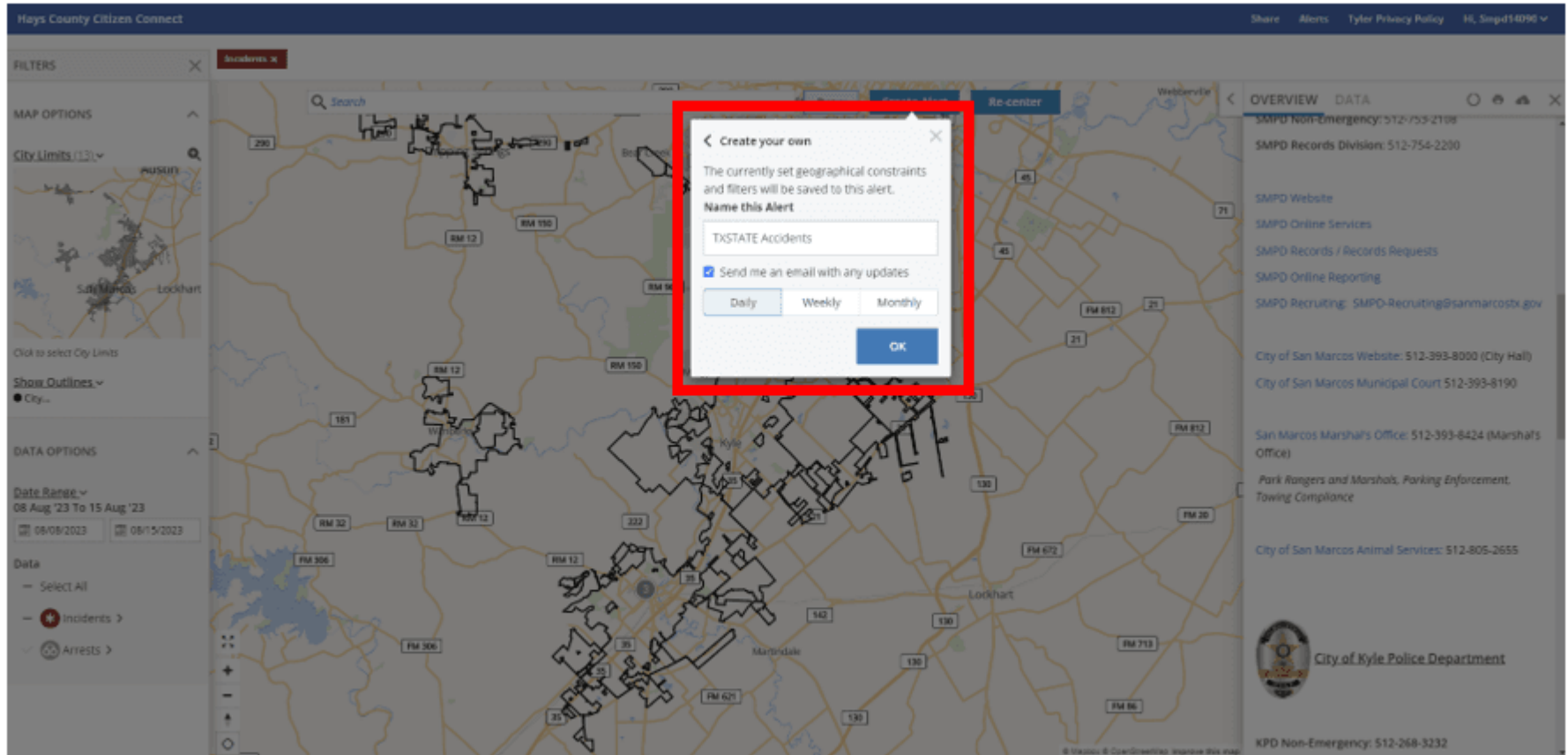

6. Repeat this selection for other jurisdictions if desired

7. When satisfied with the parameters of the alert, select Create Alert
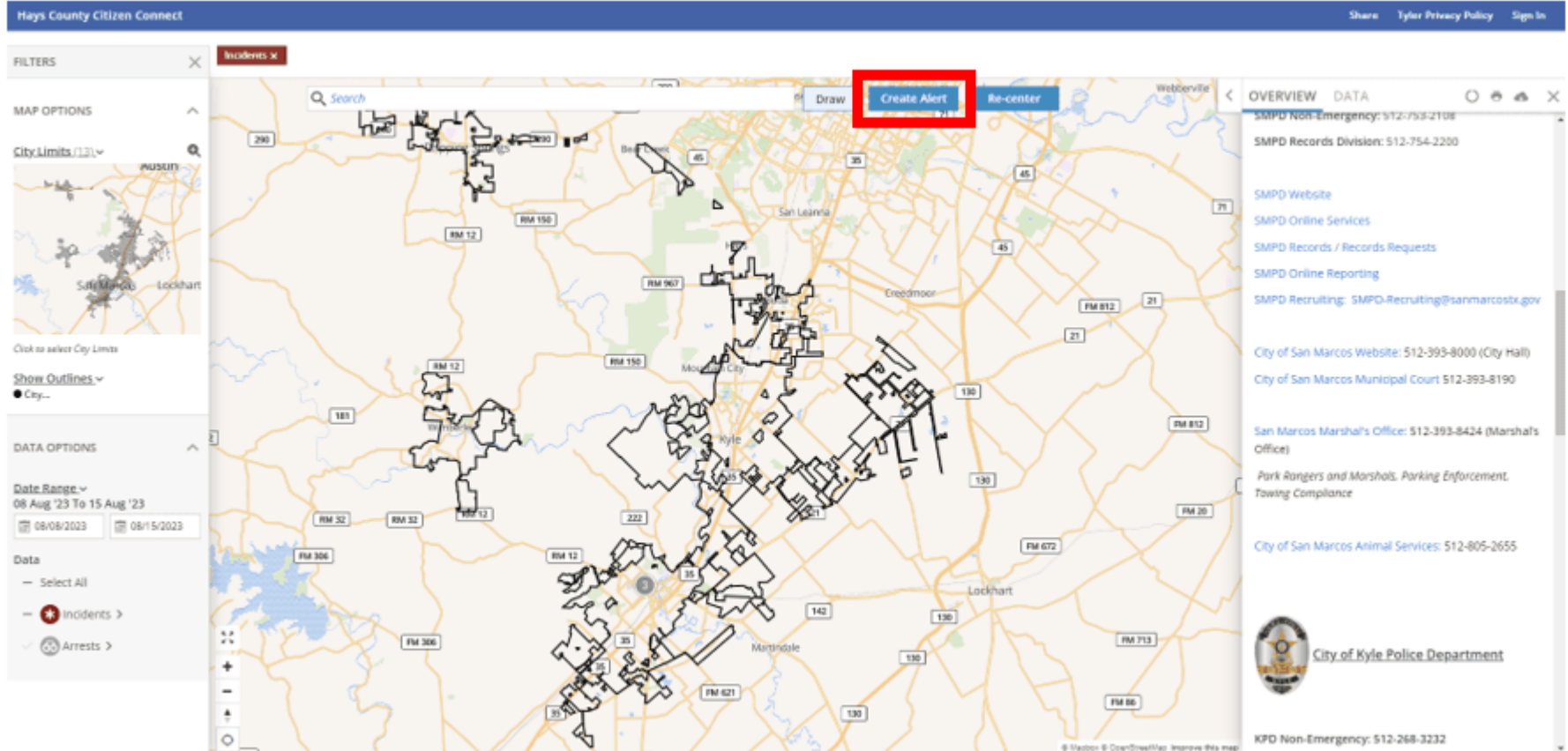
8. Select Create your own, and provide a name and select how often you would like to receive these alerts

9. Once saved, you can go to the Alerts tab on the top right-hand corner of the home page to manage your alerts. From here, you can rename them, delete them, or view them on the map as a saved search

TIPS:

1. If you want all incidents in a single jurisdiction, the easiest way to do this is to select all, then expand your incident and arrest options, remove other jurisdictions. This keeps all incidents and arrests for the remaining jurisdiction.

2. If you don't select any incidents or arrest options when creating an alert, you will not receive any alerts.