Instructions for entering alerts:

1. Access new alert system here:  <http://dirtcheapalerts.com/auth/login>
2. In the first box enter the username for your store. That username is attached.
3. In the second box enter the same password you currently use.
4. You will now see the number of e-alert and text (SMS) subscribers you have, as well as how you rank within the company under the “Total” column.  (This feature may take a few days to completely update.)
5. To create an alert, click ‘Create New Alert’ at the top of the page.
6. Enter the e-alert title in the box marked ‘Alert Title.’
7. Enter the e-alert description in the box marked ‘Description.’
8. Next, choose when the stock will be available. If it is currently open, choose ‘Today,’ if it will open the next day,  choose ‘Tomorrow.’  If you have an e-alert that should go out on Sunday for a Monday opening, choose ‘Monday.’
9. Then, select the categories that best describe your alert. For example, if you are submitting an alert for bed and bath linens, you would select ‘Bed and Bath Linens.” ONLY select categories that directly apply.
10. If the alert is a markdown alert, select ‘Price Markdown’ on the right side.
11. When your alert is complete, click ‘Preview Alert.’  If you would like to submit up to four photos, click ‘Add Photos and Preview Alert.’
12. If you chose ‘Preview Alert’ you will now see your alert. Please read over it to make sure it is correct. If you see an error, click ‘Edit Alert’ to correct the issue.  If there are no errors, click ‘Finished’ to submit the alert.
13. If you chose ‘Add Photos and Preview Alert’ you will now click ‘Choose File’ to find the photo you would like to submit. When you are finished uploading your photos, choose ‘Save Photos & Preview Alert.’  You will now see your alert. Please read over it to make sure it is correct. If you see an error, click ‘Edit Alert’ to correct the issue.  If there are no errors, click ‘Finished’ to submit the alert.
14. Repeat the process (step 5-13) for each alert.