



## Setting up Out of Town Water Usage Threshold Limits for Email Alerts

The 'Out of Town' alerts can be used to notify you of water consumption during a specific period of time, like a vacation or while working away from home. It provides the option to choose the date range, monitor daily or total water usage, and set a custom usage limit to activate alerts. You will be notified by email should the threshold limits you set be exceeded.

To turn on alerts, log into MyCity, access your utility account, and click the 'Launch the Dashboard' button.

**Water Usage & Alerts** **NEW!**

Review your historical water usage data and set usage-based email alerts (opens in a new tab).

[Launch the Dashboard](#)

On the left-hand side of the main dashboard, click "alerts".

**City of St. Albert**  
Cultivate Life

Dashboard

Alerts

Usage

Dashboard

ACCOUNT (ACCOUNT NUMBER)  
ST. ALBERT PLACE

ACCOUNT ADDRESS  
5 ST ANNE ST

You will see the following information on your screen, use the steps below to setup your alerts.

Out Of Town (per meter)

METER # 1550000000/50000000

1  Enabled

2 From 06/09/2024 to 06/15/2024 Please send me an alert when my

3 Total usage exceeds 4 2 Cubic Meters

5 Save Settings

Daily

Total

1. Click the Enabled button to turn on alerts.
2. Select the date range that you will be away or would like the water usage to be monitored.
3. Choose either Total or Daily usage alerts.
  - Whether you would like to be alerted when daily usage is exceeded or a total usage is exceeded.
  - In the example above, the customer would be notified if their *total usage* between June 9-15 exceeds 2 cubic meters.
  - If the customer had selected daily usage in the example above, then they will be notified if the *daily usage* ever exceeds 2 cubic meters.
4. Enter your water usage limit in the open space according to your previous selection.
  - The lower the limit, the sooner you would be notified of water usage at the property if the threshold is exceeded. Your personal threshold limit may be different depending if you selected daily or total usage alerts in Step 3.
5. Click Save Settings.

Once the settings have been saved, you will receive email alerts if the water usage exceeds the threshold set during the specified time period. These settings can be updated at any time.