

Alerts, Jobs, and Updates

Overview

Alerts, scheduled jobs, and updates help platform operators detect issues, run recurring work, and keep CMS services current.

Purpose

Use these operation pages to monitor alerts, review scheduled work, manually run supported jobs, inspect update readiness, and install CMS application updates.

Alerts

Alerts appear in the notification area and Alerts page. They help users identify issues that need attention, such as missing usage, missing subscriptions, region health, identity health, missing billing information, cost issues, or license validity.

Alert information	Meaning
Title	Short issue summary.
Message	Expected operator action or context.
Area	Feature or platform area.
Type or severity	Importance of the issue.
Related record	Tenant, subscription, region, platform, or other item connected to the alert.
Status	Whether the alert is open, closed, or in another workflow state.

Alert Visibility

Role	Typical visibility
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PlatformAdministrator	Platform alerts and all scoped alerts.
DistributorAdministrator	Distributor, partner, tenant, and subscription alerts inside distributor scope.
PartnerAdministrator	Partner, tenant, and subscription alerts inside partner scope.
TenantAdministrator	Tenant and subscription alerts inside tenant scope.
TenantUser	Tenant-level alerts where enabled.

Scheduled Jobs

Administration > Jobs shows scheduled jobs and recent run history for platform roles.

Job type	Purpose
Database backup	Runs configured CMS database backup tiers.
Usage collection	Collects usage and prepares billing-related data.
Usage data cleanup	Removes expired usage data when cleanup settings allow it.
Region health	Refreshes region and identity health.
Delinquent payment notifications	Sends overdue invoice reminders when enabled.
Budget alerts	Sends budget warning or breach notifications when enabled.
License validity	Raises or clears license validity alerts.

Key Workflows

Review Alerts

1. Open Notifications or the alert indicator.
2. Filter or search for the alert.
3. Open the related record where available.
4. Complete the required operational action.
5. Close the alert if the process allows it.

Run a Scheduled Job

1. Open Administration > Jobs.

2. Select Scheduled Jobs.
3. Review the job status and next run.
4. Choose Run Now where the action is available.
5. Review Run History after the job completes.

Install an Update

1. Open Administration > Updates.
2. Review the available version and release notes.
3. Check service health and backup warnings.
4. Start the install action.
5. Monitor progress and service health.

Access

Alerts are visible according to organisation scope. Jobs and Updates are platform operations areas. Manual job runs and update installs require platform administrator access.

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