

How to Create a Periodic Alert in Oracle EBS

This guide walks you through how to create a periodic alert in Oracle EBS, from understanding the alert types available to scheduling the alert and confirming it runs at the correct interval. You will configure the alert definition, submit a request for the alert, set up its recurring schedule, and verify that it is running as expected.

Prerequisites

Before you begin, you should know that Oracle Applications supports two main types of alerts:

- **Periodic Alert:** Scheduled to run at regular intervals that you define.
- **Event-Based Alert:** Triggered automatically by specific events, such as updates or inserts, on a table.



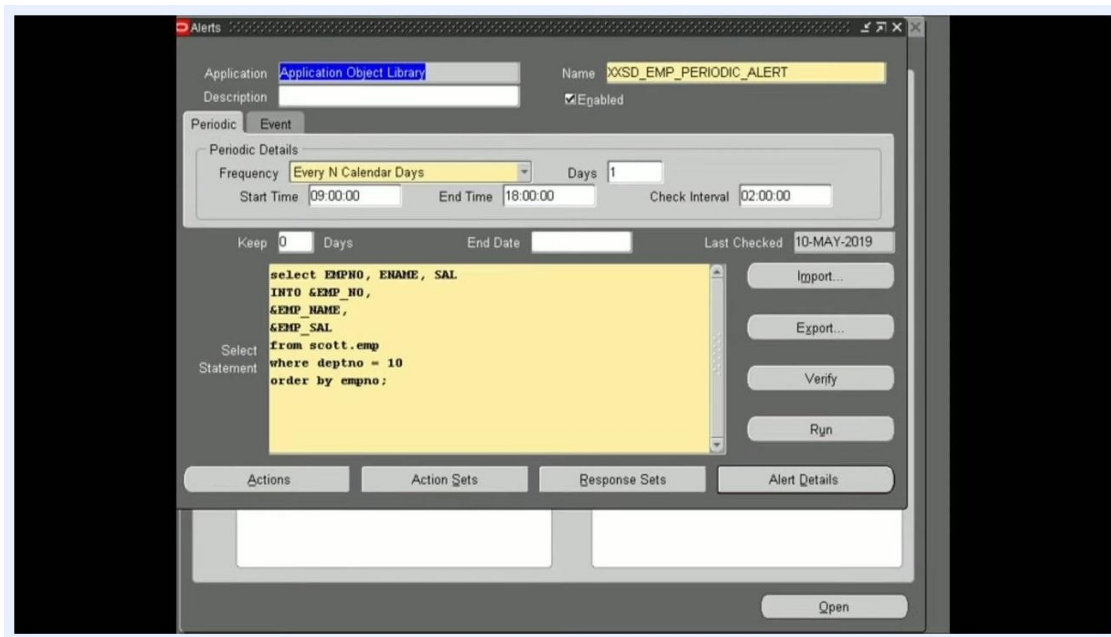
A diagram on a whiteboard showing "ALERT" branching into "PERIODIC" (with "SCHEDULE" below it) and "EVENT" (with "TRIGGER" below it)

Event-based alerts do not require manual scheduling — they fire automatically whenever the specified event occurs on the relevant table. Periodic alerts, by contrast, must be scheduled based on a defined

frequency, such as daily or weekly. This guide focuses on periodic alerts, since they require you to configure the schedule yourself.

Step 1: Open Alert Manager

Open the **Alert Manager** in Oracle Applications. In the navigation panel, select **Alert** from the list on the left, then click **Open** to proceed.



Oracle Alert Manager screen with "Alert" selected in the navigation panel and an "Open" button at the bottom

Step 2: Query existing alerts

In the **Define** section, press **F11** to query and search for existing alerts. This lets you check whether an alert with the same name already exists before creating a new one.

Step 3: Configure the periodic alert definition

In the alert definition window, configure the following fields to define how and when your periodic alert runs:

- **Frequency:** choose how often the alert runs, for example "Every N Calendar Days," "Every Day," or "On Day of the Month."

- **Start Time** and **End Time**: specify the window during which the alert is active.
- **Check Interval**: set how often the alert checks for data, for example "02:00:00" for every 2 hours.
- **SQL Select Statement**: enter the query that defines the alert's logic, for example `select EMPNO, ENAME, SAL from scott.emp where deptno = 10 order by empno;`
- **Enabled**: check this box to activate the alert.
- **Keep** and **End Date**: optionally set these if the alert should expire after a certain point.
- **Last Checked**: review this date to see when the alert last ran.

The screenshot shows the 'Alerts' configuration window. At the top, the 'Application' is set to 'Application Object Library' and the 'Name' is 'XXSD_EMP_PERIODIC_ALERT'. The 'Enabled' checkbox is checked. Below this, the 'Periodic' tab is selected. The 'Periodic Details' section shows a frequency of 'Every N Calendar Days' with 'Days' set to 1. The 'Start Time' is '09:00:00' and the 'End Time' is '18:00:00'. The 'Check Interval' is '02:00:00'. The 'Keep' field is set to 0 days, and the 'End Date' is empty. The 'Last Checked' date is '10-MAY-2019'. The 'Select Statement' field contains the SQL query: `select EMPNO, ENAME, SAL
into gEMP_NO,
gEMP_NAME,
gEMP_SAL
from scott.emp
where deptno = 10
order by empno;`. On the right side, there are buttons for 'Import...', 'Export...', 'Verify', and 'Run'. At the bottom, there are tabs for 'Actions', 'Action Sets', 'Response Sets', and 'Alert Details', with an 'Open' button at the very bottom.

Oracle Alerts definition screen showing a periodic alert configuration with frequency, start and end time, check interval, SQL statement, and enabled status

Example configuration

The following values illustrate a working periodic alert setup:

- **Application**: Application Object Library
- **Name**: XXSD_EMP_PERIODIC_ALERT
- **Frequency**: Every N Calendar Days
- **Days**: 1
- **Start Time**: 09:00:00
- **End Time**: 18:00:00
- **Check Interval**: 02:00:00

- **SQL Statement:**

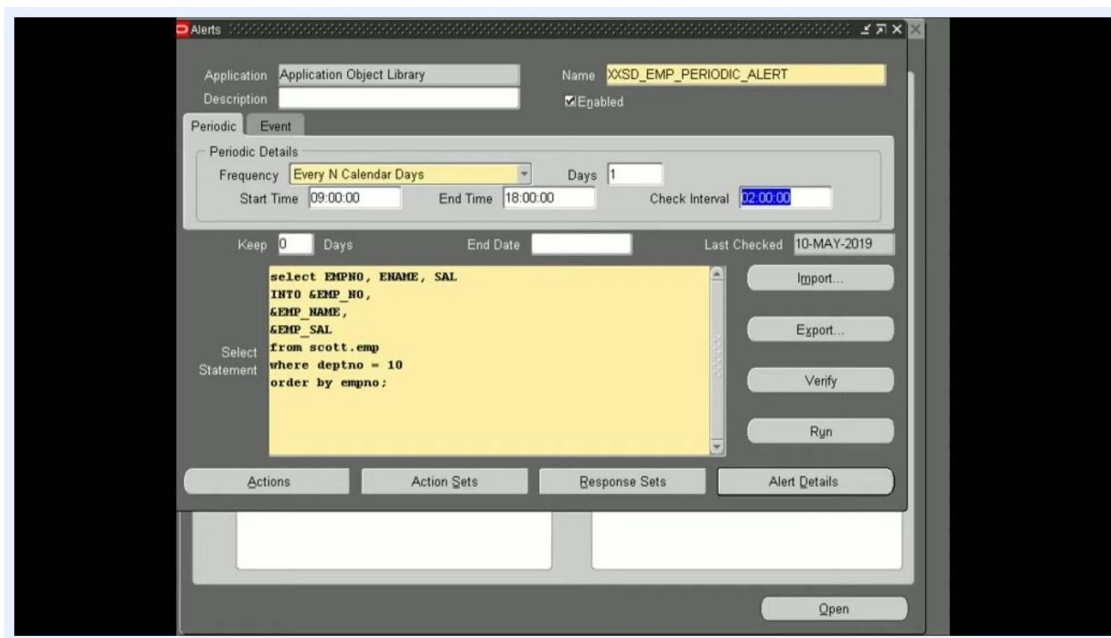
```
select EMPNO, ENAME, SAL
into &EMP_NO, &EMP_NAME, &EMP_SAL
from scott.emp
where deptno = 10
order by empno;
```

- **Enabled:** Checked
- **Last Checked:** 10-MAY-2019

Once configured this way, the alert logic runs at the intervals you define and captures the required data automatically.

Step 4: Copy the alert name

In the alert definition window, copy the name of your alert, for example [XXSD_EMP_PERIODIC_ALERT](#). You will need this name when submitting the alert request. Once copied, close the alert definition window.



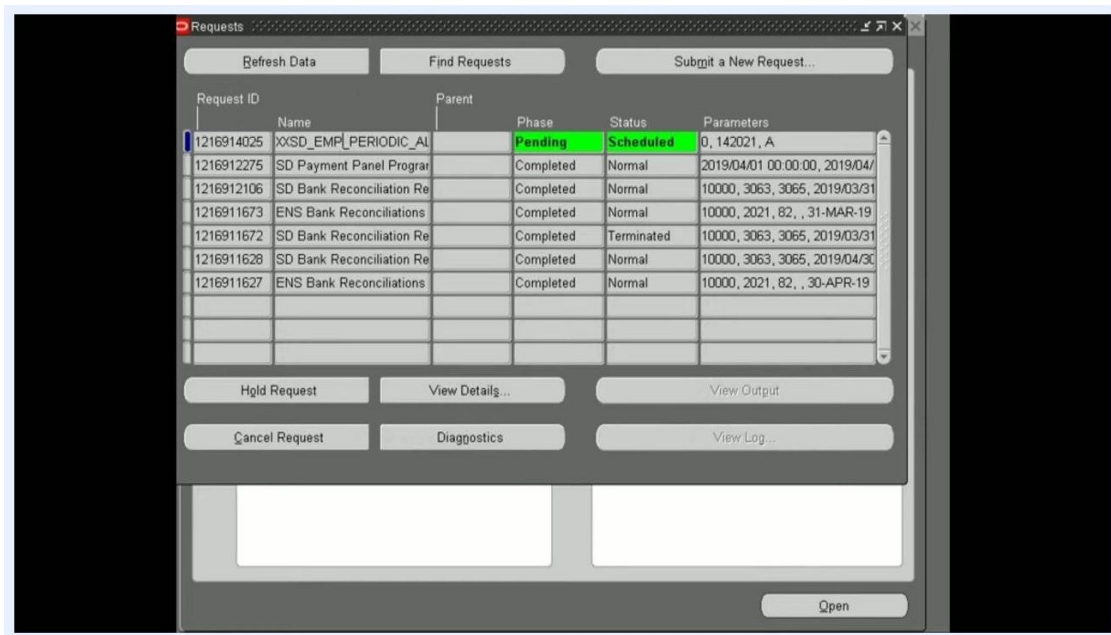
Oracle Alerts definition screen showing the alert name "XXSD_EMP_PERIODIC_ALERT" along with its configuration details

Step 5: Submit the alert request

Open the **Request Periodic Alert Check** window and confirm the following fields are populated:

- **Application:** Application Object Library
- **Alert:** XXSD_EMP_PERIODIC_ALERT

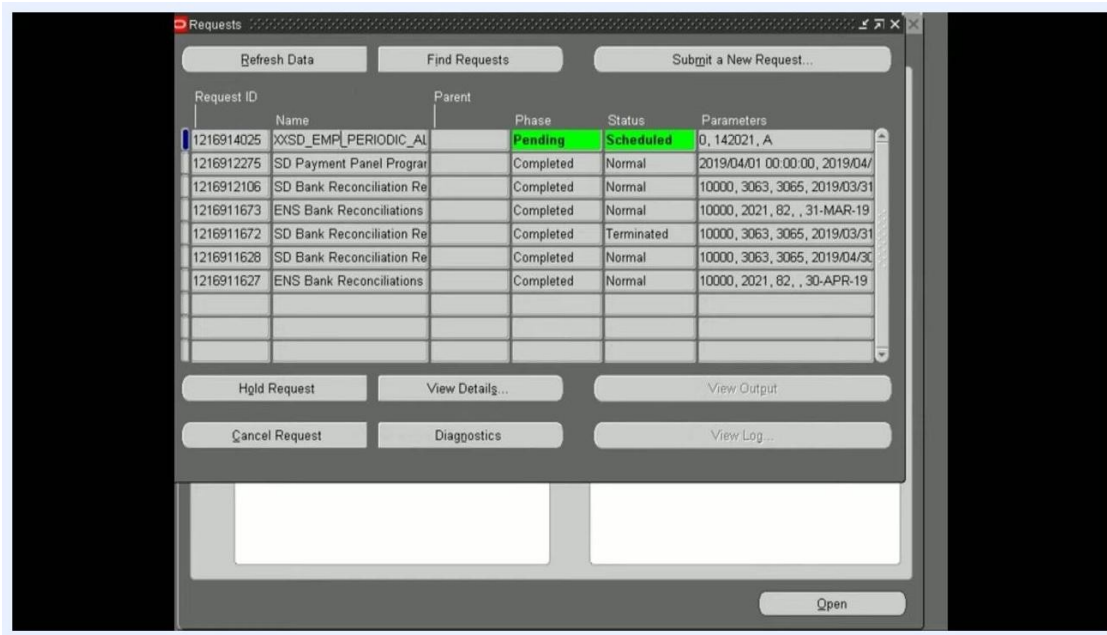
Set the **Start Date** using the calendar widget, for example 19-MAY-2019, and set the **Request Time**, for example 1:00 AM. Click **OK** to confirm the date and time, then click **Submit Request** to submit the alert for scheduling.



Request Periodic Alert Check window with the calendar widget open, showing the Application, Alert, and date and time selection

Step 6: Verify the alert request status

Navigate to the **Requests** window and locate your alert request by name, for example [XXSD_EMP_PERIODIC_ALERT](#). Confirm that the **Phase** shows "Pending" and the **Status** shows "Scheduled," highlighted in green. This confirms the alert is queued and ready for scheduling.



Requests window showing the alert request with Phase "Pending" and Status "Scheduled"

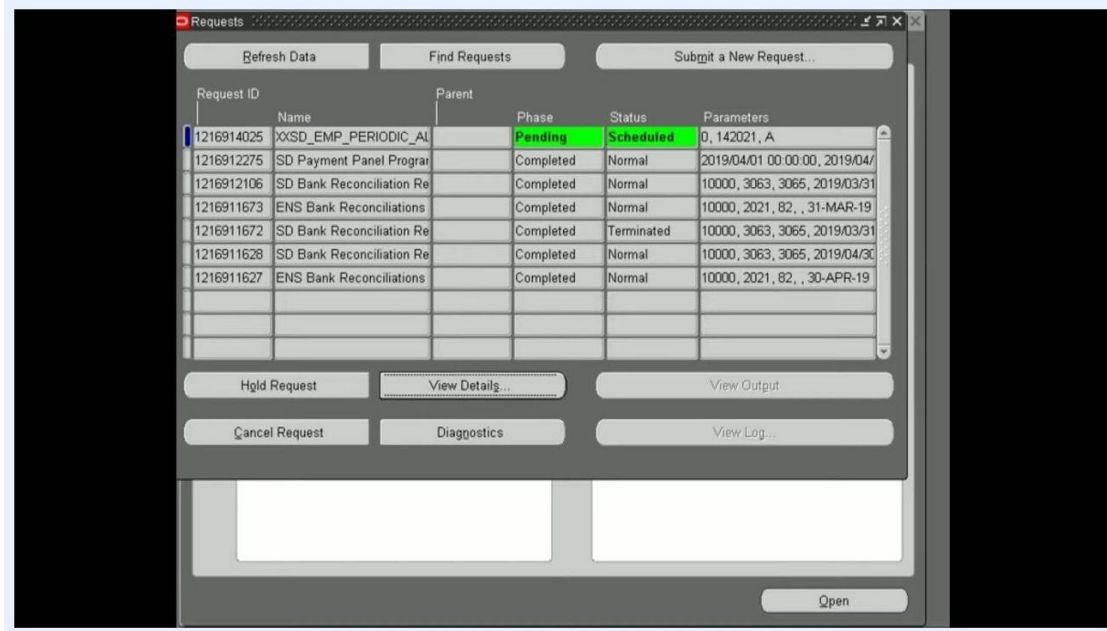
Step 7: Set the recurring schedule

Select your alert request and click **View Details**. In the details window, go to the **Schedule** section and choose **Periodically** under "Run the Job."

Configure the following:

- **Start At:** set the date and time, for example 19-MAY-2019 13:40:00.
- **End At:** leave blank to allow the alert to run indefinitely.
- **Re-run every:** enter the frequency, for example 4 hours.
- Choose whether the interval applies from the start or completion of the prior run. The default is "From the Completion of the prior run."

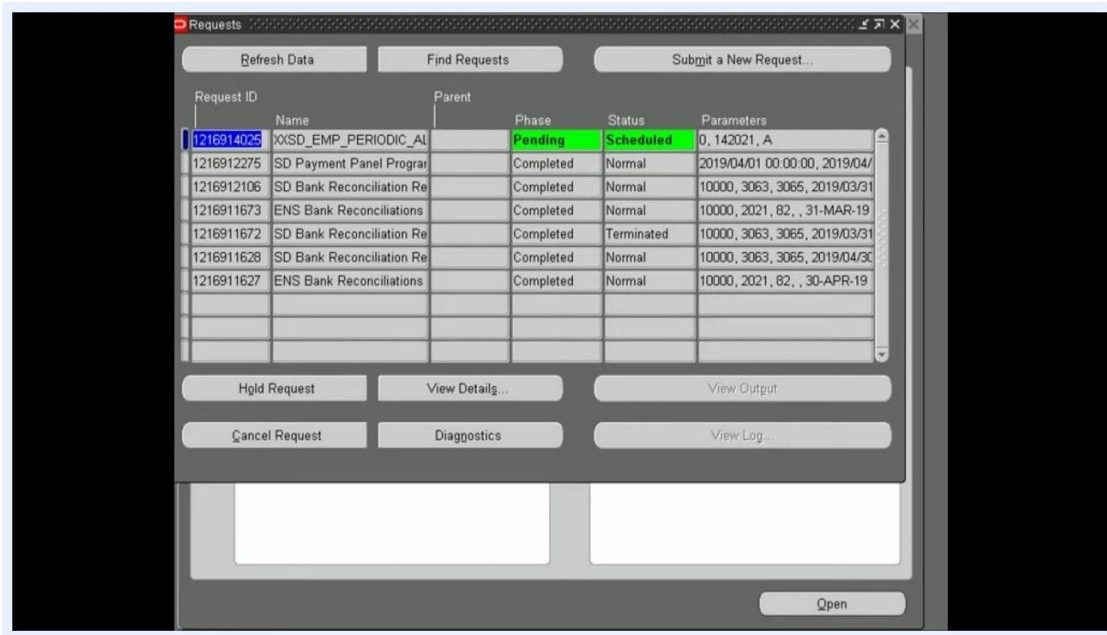
Click **OK** to save the schedule.



Schedule options window for the alert, with "Periodically" selected and "Re-run every 4 hours" configured

Step 8: Confirm the scheduling warning

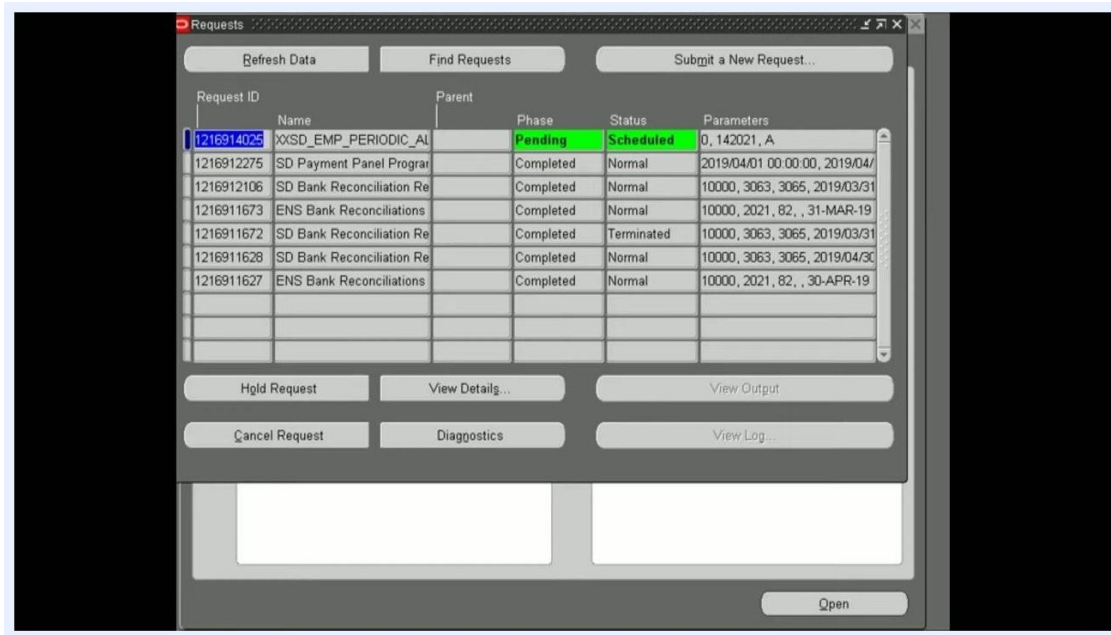
If a caution message appears stating that you have selected a schedule without an end date and that the request will be resubmitted until cancelled, click **OK** to confirm. This ensures the alert continues running at the specified interval until you manually stop it.



Caution dialog warning about scheduling without an end date, with OK and Cancel options

Step 9: Refresh and confirm the scheduled alert

Return to the **Requests** window and click **Refresh Data** to update the status. Verify that your periodic alert remains in the list with **Phase** as "Pending" and **Status** as "Scheduled." This confirms your periodic alert is now scheduled and will trigger as configured.



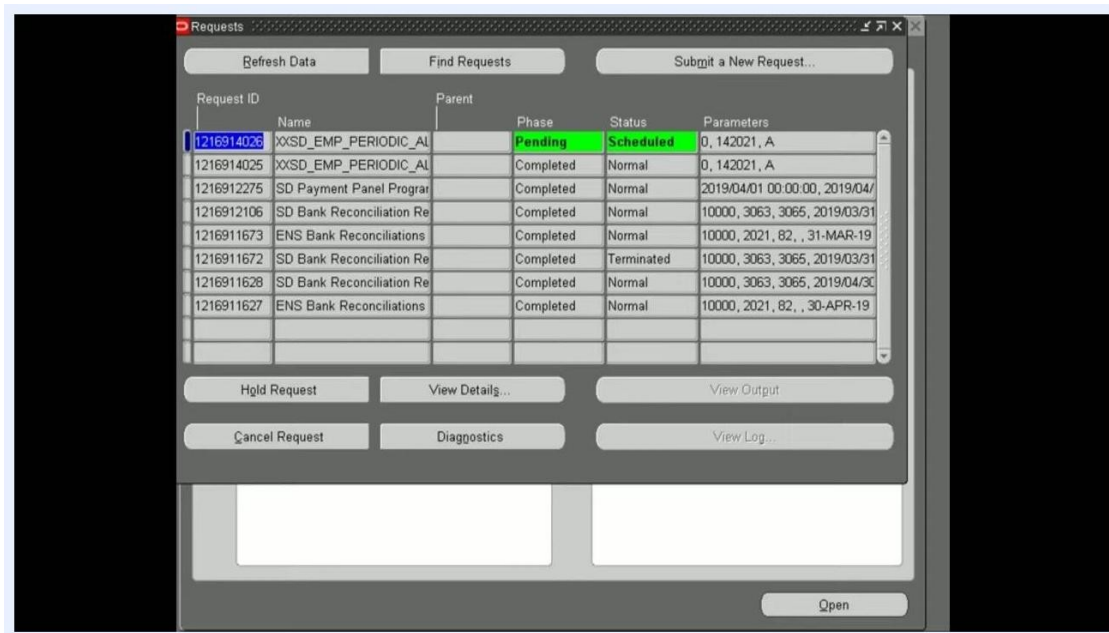
Requests window showing the scheduled periodic alert after refreshing

Review the scheduled alert details

Open the **Requests** window and locate your periodic alert request by name, for example XXSD_EMP_PERIODIC_ALERT. Confirm the following details:

- **Phase:** "Pending"
- **Status:** "Scheduled," highlighted in green
- **Request ID:** for example, 1216914026
- **Parameters:** for example, 0, 142021, A

This confirms that the alert is successfully scheduled and will execute at the defined interval.



Requests window showing the periodic alert with Phase "Pending" and Status "Scheduled" highlighted in green, alongside other completed requests

The alert runs periodically based on the frequency you configured, for example every 4 hours. The **Start Time** or **Schedule Time** appears in the request details, and the Requests window automatically calculates and displays the next scheduled execution time so you can verify when the alert will fire next.

What's next

Once your periodic alert is running, keep the following practices in mind:

- Regularly monitor the **Requests** window to confirm your scheduled alerts are running as expected.
- To stop an alert, use the **Cancel Request** button in the **Requests** window.
- To modify an existing schedule, select the alert, use **View Details**, and adjust the frequency or end date as needed.

By following these steps, you have successfully created and scheduled a periodic alert in Oracle EBS that runs at a defined interval, with no end date

specified, and will continue to execute until you choose to cancel or modify it.