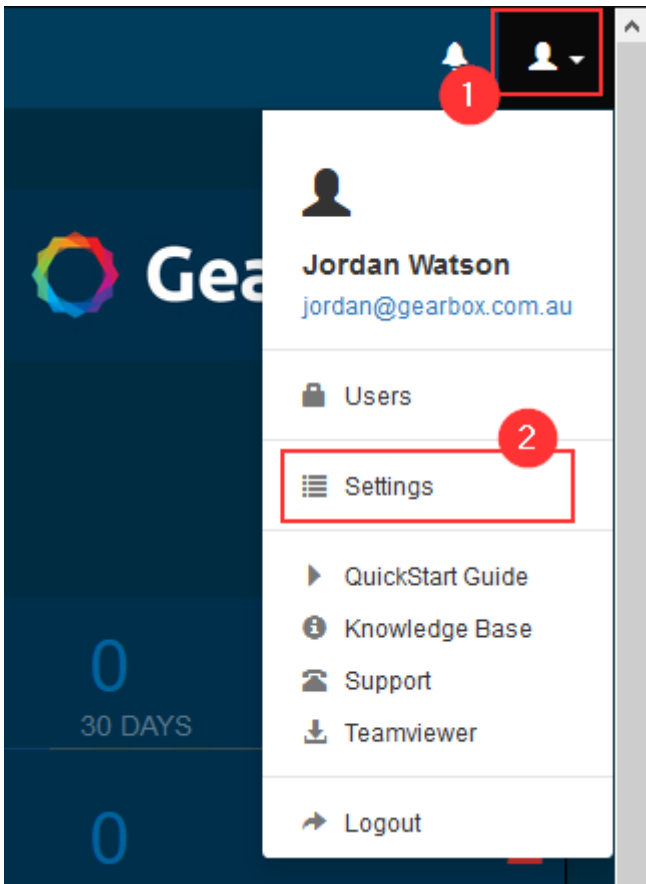


Click your user icon (1) in the top-right of the screen and click 'Settings' (2):



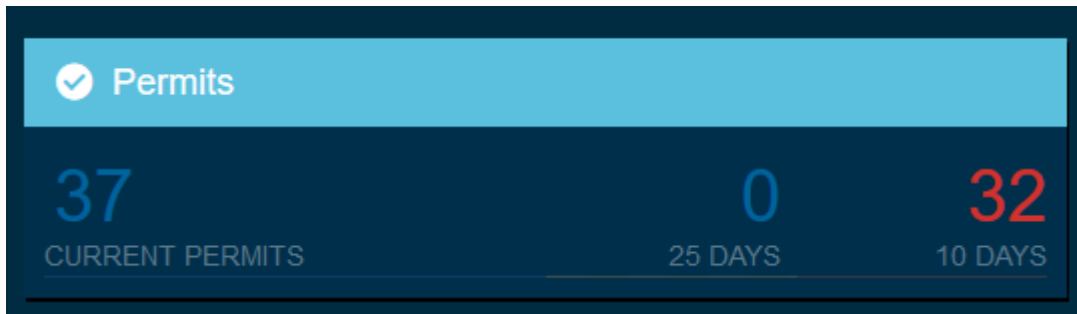
You will be taken to the Business Settings view, scroll down on this view until you find the below two settings:

PERMIT_RED_DAYS	7	Number of days before a Permit is due that the colour and dashboard warning will turn red
PERMIT_YELLOW_DAYS	14	Number of days before a Permit is due that the colour and dashboard warning will turn yellow

You can simply click the number to edit it. This will update the Permit dashlet, for example, changing the settings to:

PERMIT_RED_DAYS	10	Number of days before a Permit is due that the colour and dashboard warning will turn red
PERMIT_YELLOW_DAYS	25	Number of days before a Permit is due that the colour and dashboard warning will turn yellow

Results in the Permits dashlet updating:



This affects the alerting on Permits, with the above example, when a Permit is within 25 Days of expiry it will turn  and when it is within 10 Days of expiry it will turn