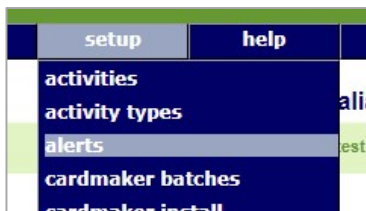Alerts are automated, configurable notifications, for a variety of options that will automatically send emails to listed addresses when triggered. Alerts for early logouts, fatigue, BAC breaches, local mode breaches and access refused are some of the options to choose from.

STEP ONE | Selecting the Alert Pack

At the site level, go to the **setup** tab, then **alerts**

Select the Alert pack you want to configure. Alert Pack is another term for Location. You can see if an Alert Pack Location already has some alerts enabled, by the number in the Active Alerts column.

Click on the green text to open the Alert Pack page.

STEP TWO | Setting up alerts

Configure the alerts you want to turn on by adding email address of the persons to receive the alerts. Add multiple email address, separating them with a semicolon. There are no limits to the amount of email addresses that can be added in there.

Ensure the Tick Box for Send Alerts is ticked.
Click **save** after making any changes.

Depending upon the alert you are changing, you might have to complete the administration note that appears, and then click proceed.

Your selected alert should now be updated with the settings and /or email addresses you wished to add.

Pegasus
Powered by Onsite