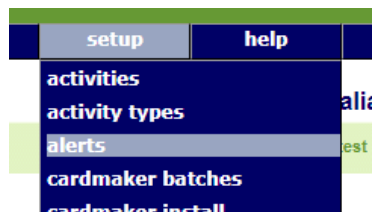


User Guide

Setting up alerts

STEP ONE | Setting up alerts

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



Select the Alert pack you want to configure

Alert Packs for Pegasus Demonstration

Pegasus Demonstration currently has 1 Alert Pack as shown below.

Pack Location	Active Alerts	Issue Date	Comment
* Pegasus Demonstration	1	15-Jun-17	

- ▶ To configure the alerts in a pack, click the pack location name.
- ▶ The blue star (*) shows your current working location.
- ▶ If you wish to purchase additional Alert Packs, contact the Onsite Sales team.

Configure the alerts you want to turn on by adding email address of the persons to receive the alerts. Click **save**

Pegasus Demonstration: Fatigue Alert **OFF**

Send Alerts: *Send alerts at report intervals if people have exceeded this location's fatigue limit of 14 hours*

Last Edited By: Felicity Stevenson

Report Interval: 24 Hours ▼

Email To:

Email CC:

Include Reminders: *Tick to include overstayers who have already been in an email for this overstay period*

Send Blank Emails: *Tick to force an email even when there are no overstayers to report*

Complete the administration note that appears and click proceed

Onsite Admin Note Popup - Google Chrome

Secure | <https://secure.onsitetrackeasy.com.au/common/popup/adminNote.jsp?actionText=WW91IGFy...>

Warning

The requested action requires you to enter an **Admin Note**.

You are about to modify **fatigue alert settings**.
This can have a critical impact on automatic fatigue alert generation.
Please note the reasons for these changes.

Authorised By:

Comment:

- ▶ To proceed you will need to name the person who authorised this action, which may be you, and to explain why it is required.
- ▶ Your entries will be logged in an Admin Note, which can be accessed from the Report menu.
- ▶ If you cancel, this action will NOT proceed, and you will be returned to the previous page.