STEP ONE | Setting up alerts
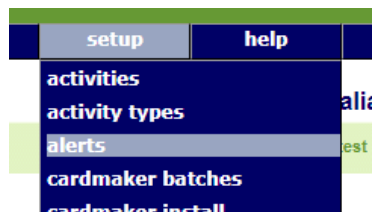
At the site level, go to the **setup** tab – alerts

Select the Alert pack you want to configure

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

Complete the administration note that appears and click proceed

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: Felicity

Comment: Now required at site

▶ 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.

cancel   proceed