

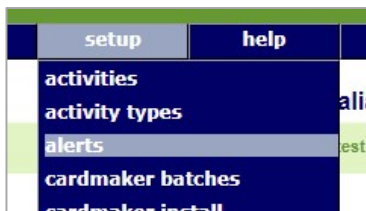
# User Guide

## Setting up Alerts

### STEP ONE | Setting up alerts

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.

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.

### 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**.

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.

**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

cancel save

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

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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:

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- ▶ 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

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