

## Accessing Alerts

Alerts can be thought of as newsflashes. They “alert” the user that something has happened that needs attention. After accessing the Alerts page, clicking on the underlined words of the Alert will take the user to the event (Incident, Medication Occurrence Reporting, etc.). The underlined words, or phrase, of the event in the Alert is the newsflash.

Alerts are accessed by the user after logging in, clicking on the phrase Mental Retardation Quality Management Review and, in the next page, by clicking on the word Alert (underlined, in blue next to a yellow triangle containing an exclamation mark) located in the upper left hand corner of the page.

Once on the Alerts page, to toggle back and forth between the Alerts page and the event, place the cursor on the underlined phrase, right click with the mouse, choose and left click on Open in New Window from the drop down menu. This action will take the user to the Switchboard, allowing the user to take action appropriate with their role and scope.