

# Alert Types

The **Alert Types** area allows you to create alerts which can be assigned to jobs in order to better describe the alert being raised. You can create alerts on a job at any time from the *Jobs Details* -> *Alerts* tab.

To create an alert type, select the *Add Alert Type* button at the top-left of the page:



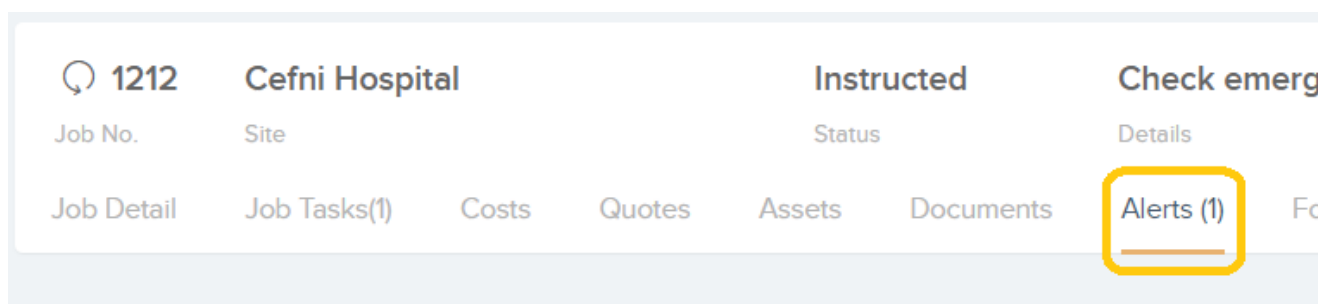
Alert Type Name	Open Jobs With Active Alerts		
Chase Up	16	EDIT	DELETE
Complaint	0	EDIT	DELETE
Weekly Review	1	EDIT	DELETE

This will create a new row in the *Alert Types* list for you to populate with a new Alert Type Name. Select *Update* in order to save the *Alert Type* and add it to the list.

You can also *Edit* and / or *Delete* the *Alert Type* information once it has been added to the list.

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To assign an *Alert Type* to a job task, go to *Job Details* -> *Alerts*:



Job No.	Site	Status	Details
1212	Cefni Hospital	Instructed	Check emerg
Job Detail	Job Tasks(1)	Costs	Quotes
Assets	Documents	Alerts (1)	Fc

From here you can view any alerts assigned to this job. To assign an alert, click on *Raise New Alert*. A pop-up will appear for you to fill out. You can select a date and time, alert type, fill out the action required for this alert, and choose whether to assign the new alert to everyone, or to a specific user:

The screenshot shows a user interface for creating a new alert. At the top, there are two buttons: a grey button with a left arrow and the text 'Job List', and an orange button with a plus sign and the text 'Raise New Alert'. Below this is a teal header bar with the text 'Create Alert' and a close icon (an 'x') on the right. The form consists of several fields: 'Alert date/time' with a text input containing '16/12/2019 17:15'; 'Alert type' with a dropdown menu showing '(please select)'; 'Action Required' with a dropdown menu showing '(please select)', 'Chase Up', 'Complaint', and 'Weekly Review'; and two radio button options: 'Assign to everyone' (which is selected) and 'Assign to user'. The 'Assign to user' option has a dropdown menu showing '(please select)'. At the bottom right, there are two buttons: a grey 'Cancel' button with a left arrow and a green 'Save' button with a right arrow.

Click *Save* to finish creating the new Alert.