

Job Alerts

The *Job Alerts* list allows you to view and track alerts that have been assigned to jobs.

The grid allows you to list alerts by job details, alert details, or alert actions. For example, simply click on “Job Details” under the *Job Details* section to arrange the alerts:



Clicking on the job number will bring you to the *Job Details* page, where you can view and manage all the details for this job:



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

Clicking on the *Alerts* tab in the *Job Details* page will display the *Job Alerts* grid. This will show all alerts that have been set for this job. You can also create an alert for this job by selecting the *Raise New Alert* button at the top-right of the grid:



This will display a pop-up window for you to populate with the Alert details. **Note:** You will be asked to select an Alert Type. For Jobs that have been broken down into Job Tasks, you will also be asked to select a Job Task that this alert will be applied to:

You can also set a due date, and an email notification that can be sent to a user and/or team and/or resource when a job alert is still open (not actioned), and it is overdue.

Create Alert

Cancel Save ×

Task: 1230-001

Alert date/time: 28/08/2023 08:36

Alert Type: (Please Select)

Action Required:

Assign To Everyone

Assign To User: (Please Select)

Assign To Team: (Please Select)

Assign To Resource: MarkR

Due Date: 30-08-2023 08:00

Send Overdue Notification to User: (Please Select)

Send Overdue Notification to Team: (Please Select)

Send Overdue Notification to Resource:

Next to each active alert, there will be an *Action* button. This will allow you to add a comment when addressing the alert.

Clicking this button will display a pop-up for you to populate with the Action details:

Action Alert ✕

Action Date/Time

Action Comment

Actioned By Darren McGill

When you have completed the Action Alert form, and saved, the Action Comment will appear in the *Job Details* -> *Job Alerts* list under the Action Taken column.