

E Add Alerts Screen

Key 2 in the WHAT TYPE OF FUNCTION WOULD YOU LIKE TO PERFORM field on the Main Menu. Press ENTER. The Add Alerts Screen displays. This screen allows designated staff or Supervisors to assign both of the following:

- [Pre-defined Alerts](#)
- [Free Form Alerts](#)

To assign an alert, complete all of the following:

- Key all of the following:
 - Case Name
 - SSN or Case Number
 - Worker Number
 - Date Received
 - Alert Type
- Press ENTER. The following edit message displays:
PRESS ENTER TO ADD CHANGE OR PF9 TO CANCEL
- Press ENTER and ACTS assigns the alert

Multiple alerts of the same alert type may be added with another case number and different worker number. This can be continued for as many cases as required.

The alert type and date due display in the edit message at the top of the screen.

(See [Add Alerts Screen Field Descriptions](#))