

KinderTrack – Home Screen Alerts

Upon logging on, users can view their various Alerts directly from their Home Screen.

- A** Press the **Options** button next to Alerts on the Home screen.

Welcome Carina Dominguez!

Your last log in was on 6/5/2024 at 2:44 PM

- B** Select the fields to determine which Alerts to receive on your home screen. A **red asterisk (*)** indicates a required field. Those include the **Page Size** and the **Maximum Message Length**.
Note: To view full messages, enter 0.

- C** Press **Select>>** to select the **Alert Status**. This includes *Deleted*, *Not Processed*, and *Processed*.

- D** Press **Select>>** to select the **Alert Type**. Types include *Operator-to-Operator*, *Family*, *Parent*, *Child*, etc.

- E** Press **Select>>** to select the **Entity Type**. Press **Edit**. These types include *Agency*, *Center*, *Child*, etc.

- F** For the other fields:
- From the **Include** field, select the checkboxes Sent and Received to have those messages show up on your home screen.
 - Enter the **Date Created** dates.
 - Enter the **Entity ID**.

- G** Press **OK** to save the settings.