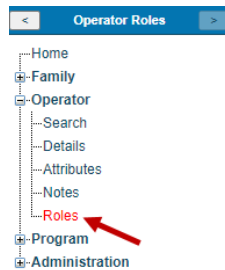


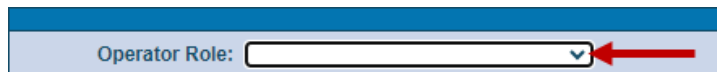
KinderTrack – How to Assign an Alert in Operator Role

Use the **Operator > Roles** page to define the access levels, flags, permissions, and alert types granted to a specific kind of **Operator**.

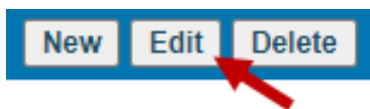
A Select **Roles** under **Operator**.



B Use the **Operator Role** drop-down menu to select the Operator you wish to assign a new role to.



C Press **Edit**.



D Click on the boxes corresponding to the **Operator Flags**, **Alert Types**, and **Permissions** you would like to add or remove access to this type of Operator. Use the scroll bar to review all options.

Note: Selections will be different for each Operator Role. The image below is just an example.

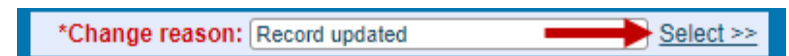
The screenshot shows the 'Operator Role' configuration page. It includes sections for 'Operator Flags', 'Alert Types', and 'Permissions'. The 'Operator Flags' section has a table with columns 'Flag Description' and 'Assigned'. The 'Alert Types' section has a table with columns 'Alert Description' and 'Assigned'. The 'Permissions' section has a table with columns 'Activity - Page', 'Permissions', and 'Reports'.

Operator Flags	Flag Description	Assigned
	Administrator	☐
	Alerts Grid Options	☐
	Family Case Worker	☐
	Override Eligibility	☐
	Payment Status - Not Calculated	☐
	Payment Status - Approved	☐
	Payment Status - Authorized	☐
	Payment Status - Calculated	☐
	Payment Status - Paid	☐
	Payment Status - Received	☐
	Payment Status - Rejected	☐
	Payment Status - Returned	☐
	Payment Status - Void	☐
	View Private Data	☐

Alert Types	Alert Description	Assigned
	Operator-to-Operator	☐
	NightRun Failed	☐
	Family	☐
	Parent	☐
	Parent Need	☐
	Child	☐
	Schedule	☐
	Provider	☒
	Provider Contact	☒
	Payment	☐
	Interface Change	☐
	Referral	☐
	Intake	☐

Permissions	Activity - Page	Permissions	Reports
	Home - Home	☒ View ☒ SendAlert	

E Click **Select >>** next to **Change Reason** to choose the reason for making the changes or type a new one.



F Press **Save**.

