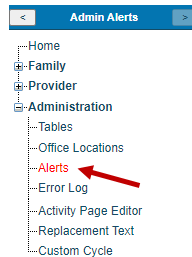


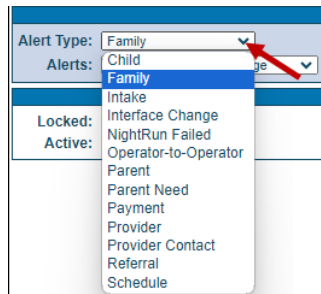
KinderTrack – How to Modify an Alert

Use the **Administration > Alerts** page to activate and define the parameters for all Alerts generated by the system.

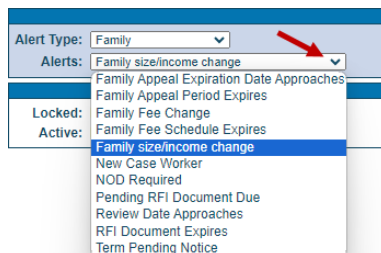
- A** Select **Alerts** under **Administration**.



- B** Select the Alert type you would like to edit from the **Alert Type** drop-down menu.



- C** Select the **Alert** you would like to edit from the **Alert** drop-down menu.



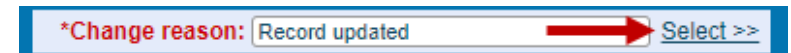
- D** Press **Edit**.



- E** Make the necessary changes.

Note: The information available for editing depends on the selected Alert Type.

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



- G** Press **Save**.



Note: Alerts set by the System Administrator will be the default settings for all Regions. Individual Regions can modify their Alerts. However, if the System Administrator makes any changes to the settings and clicks on the Systemwide Default Settings and Locks checkbox, the new settings will override the locally made changes and the Region will not be able to modify the Alerts.

