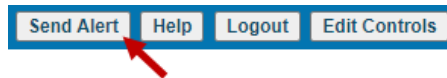


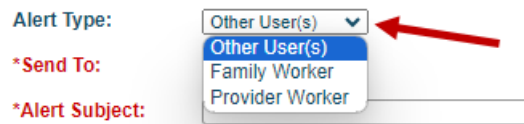
KinderTrack – How to Send an Alert

Use the **Send Alert** button on the right side of the command bar to send alerts to other Operators, Caseworkers, Provider workers, etc.

- A** Press **Send Alert**.



- B** Select who to send the alert to from the **Alert Type** drop-down menu.



Note: Selecting **Family Worker** or **Provider Worker** will fill in the information from the last Family/Provider case that was opened.

- C** Click on **Select >>** to enter/search for the recipient(s) if **Other Users(s)** was selected for **Alert Type**.

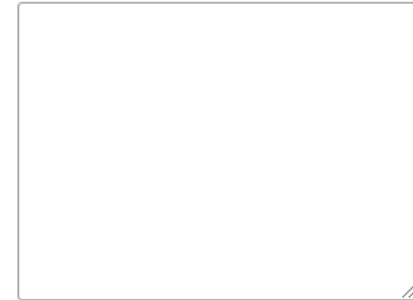
*Send To: [Select >>](#)

- D** Enter the **Alert Subject**.

*Alert Subject:

- E** Enter the **Alert Message**.

Alert Message:

A large, empty rectangular text area for entering the alert message.

- F** Press **Send**.

