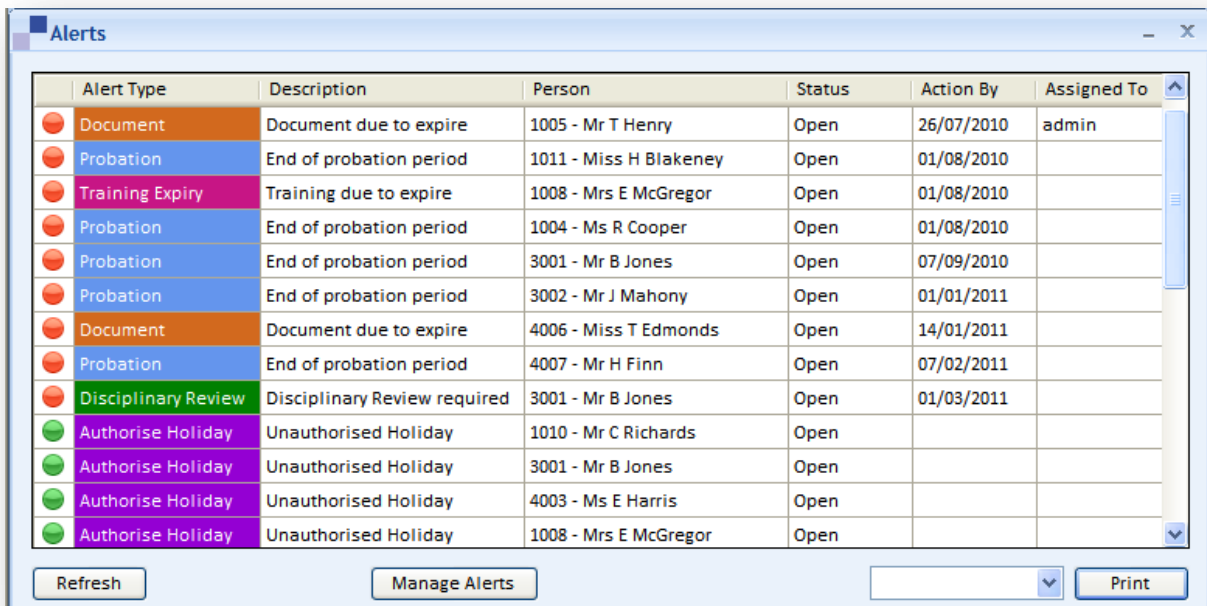


## System and User Alerts



The screenshot shows a window titled "Alerts" with a table of alerts. The table has columns for Alert Type, Description, Person, Status, Action By, and Assigned To. The alerts are color-coded by type: Document (orange), Probation (blue), Training Expiry (pink), Disciplinary Review (green), and Authorise Holiday (purple). The status for all alerts is "Open".

Alert Type	Description	Person	Status	Action By	Assigned To
Document	Document due to expire	1005 - Mr T Henry	Open	26/07/2010	admin
Probation	End of probation period	1011 - Miss H Blakeney	Open	01/08/2010	
Training Expiry	Training due to expire	1008 - Mrs E McGregor	Open	01/08/2010	
Probation	End of probation period	1004 - Ms R Cooper	Open	01/08/2010	
Probation	End of probation period	3001 - Mr B Jones	Open	07/09/2010	
Probation	End of probation period	3002 - Mr J Mahony	Open	01/01/2011	
Document	Document due to expire	4006 - Miss T Edmonds	Open	14/01/2011	
Probation	End of probation period	4007 - Mr H Finn	Open	07/02/2011	
Disciplinary Review	Disciplinary Review required	3001 - Mr B Jones	Open	01/03/2011	
Authorise Holiday	Unauthorised Holiday	1010 - Mr C Richards	Open		
Authorise Holiday	Unauthorised Holiday	3001 - Mr B Jones	Open		
Authorise Holiday	Unauthorised Holiday	4003 - Ms E Harris	Open		
Authorise Holiday	Unauthorised Holiday	1008 - Mrs E McGregor	Open		

At the bottom of the window, there are buttons for "Refresh", "Manage Alerts", a dropdown menu, and "Print".

**DART** Alerts keep you up-to-date on important employee events. System defined alerts have been set-up and are available across the system. A double click on an Alert will open the relevant window for viewing or processing.

They encompass such areas as:

- Open ended absences
- Disciplinary expiry
- Disciplinary review required
- Leaver
- Linked document expiry
- Leave authorisation
- Training expiry
- Probation expiry
- Holiday authorisation

Alerts can be assigned to individual users for action.