



Online Common Functionality

Using the Alerts Button

The **Alerts** button is available in many areas of One Online. Alerts are stored against individual records and entities. The **Alerts** functionality enables you to add pop-up messages to a specific context, e.g. a person or a student record, that is displayed each time the record is opened.

If a student is made inactive in v4 Client and the reason is **Deceased**, then when the record is opened for that student in v4 Online, the following system generated alert message displays: Alert - <Student Name> is deceased.

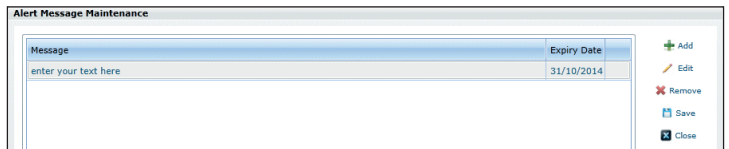
Alerts in CSS and Governors

1. Click the **Alerts** button to display the **Alert Message Maintenance** dialog. Existing alerts display in the list.



2. Click the **Add** button to add a new alert for the entity.

Click the **Edit** button to modify a selected alert.
Click the **Remove** button to delete a selected alert.
Click the **Close** button to return to the main page.

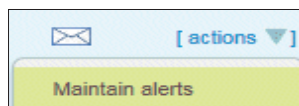


3. Enter the text to display in the alert pop-up in the **Message** field.
4. If required, select the **Expiry Date** from the calendar drop-down. The expiry date must be in the future.
5. Click the **OK** button to return to the **Alert Message Maintenance** dialog.
6. Click the **Save** button to display the **Alert Message Saved** confirmation.
7. Click the **OK** button to close the **Alert Message Saved** confirmation.



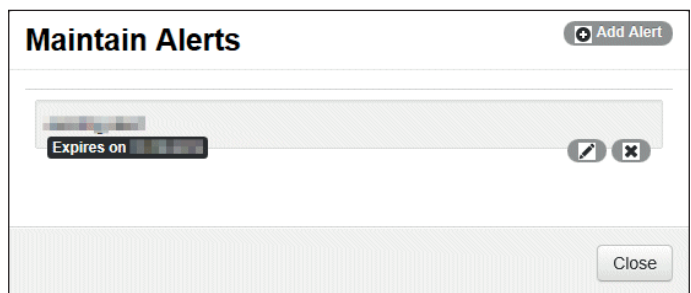
Alerts in Transport Back Office

1. Click the **actions** drop-down and select **Maintain alerts** to display the **Maintain Alerts** dialog. Existing alerts are displayed in the list.

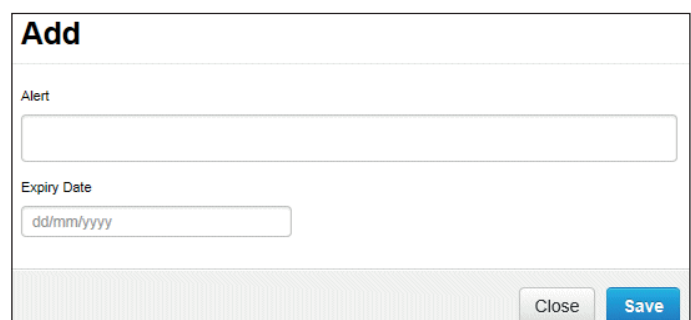


2. Click the **Add Alert** button to display the **Add** dialog.

Click the **Edit** button to modify a selected alert.
Click the **Remove** button to delete a selected alert.
Click the **Close** button to return to the main page.



3. Enter the text to display in the alert pop-up in the **Alert** field.
4. If required, enter an **Expiry Date**.
5. Click the **Save** button.
6. Click the **Close** button.





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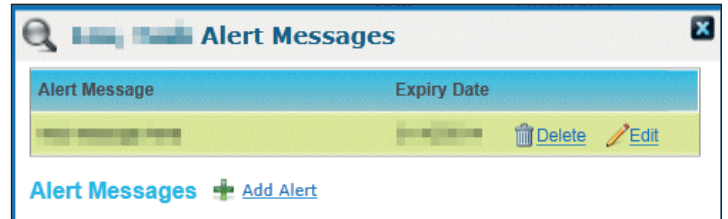
Using the Alerts Button

Alerts in Applications / A&T Back Office / Bases / Training Manager / Music Tuition

1. Click the **Alert** link to display the **Alert Messages** dialog. Existing alerts display in the list.



2. Click the **Add Alert** link to add a new alert for the entity.



Click the **Delete** button to remove a selected alert.
Click the **Edit** button to modify a selected alert.

3. Enter the text to display in the alert pop-up.
4. If required, select the **Expiry Date** from the calendar drop-down. The expiry date must be in the future.
5. Click the **Save** button.
6. Click the cross at the top of the **Alert Messages** dialog to return to the main page.



Related Reference Guide:

- [RG_Administration_System Alerts](#)