



FuSioN User Guide

Alerts

Overview

This User Guide details how to add and close an alert.

Alert

Step Action

ADDING AN ALERT

Navigate to the **Person Search** screen.

Complete the following:

- Search for the client,
- Select the client's **Person View**,
- From the Actions dropdown options: select **Create an Alert**,
- Select **GO**.

1.

The screenshot shows the 'Person View' interface. At the top, there are 'Refresh' and 'Return to Search' buttons. Below this is a navigation bar with an 'Actions' dropdown menu set to 'Create an Alert' and a 'Go' button. The main content area is divided into sections: 'Summary', 'Activities', and 'Case Details'. The 'Summary' section displays personal information for a client with ID 450936, including surname, forename, address, phone, interpreter, gender, date of birth, estimated age, CaLD status, and aboriginal status. The 'Activities' section shows a date filter set to '7 - View All' and a tree view of activities for 'Child1', including cases, services, and alerts. The 'Case Details' section displays a table of cases with columns for ID, Start Date, Status, Primary Issue, and Assigned to.

ID	Start Date	Status	Primary Issue	Assigned to
100001976	01/01/2012	Open	Family Support	MIDWEST FuSioN Lead Agency
100001974	15/06/2014	Open	Grief and Loss	ARMADALE-THORNLIE TEAM
100001970	16/06/2014	Open	Parenting Issue	GERALDTON PARTNER AGENCY2
100001968	16/06/2014	Open	Parenting Issue	GERALDTON PARTNER AGENCY2

Alert

Step Action

2.

The alert screen displays.

The screenshot shows a web-based alert management interface. At the top, there is a header bar with the word "Alert" on the left and a "History" dropdown menu set to "Select One..." on the right. Below the header is a "Save" button. The main content area is divided into several sections: "Alert" with a "Notes (0)" tab, "Client Information" showing "Person ID 450936" and "Name cftest04,Child1", "Alert Details" with a "*Summary" field and a "Description" field, and "Alert Information" with fields for "Type" (Person Alert), "Sub Type", "*Initiated On" (18/06/2014), "Expiring On" (02/07/2014), "Terminated On", "*Assigned To", and "*Provider Group". At the bottom, there is an "Audit History" section and another "Save" button, along with a "Top of Page" link.

Alert

Step	Action
------	--------

Complete the following information:

- Summary,
- Description,
- Sub Type,
- Initiated On,
- Expiring On: this is a future date but is not the actual date it expires. The alert will no longer be active once a date has been recorded in Terminated On.
- Terminated On: this is to be recorded when the alert is actually terminated.
- Assigned To: this will auto-populate with your own details but can be edited.
- Provider Group: select your provider group from the dropdown list

3.

The screenshot shows a web application interface for creating an alert. At the top, there is a 'Save' button. Below it, the form is divided into several sections: 'Client Information' (Person ID: 450936, Name: cftest04,Child1), 'Alert Details' (Summary and Description fields), and 'Alert Information' (Type: Person Alert, Sub Type dropdown, Initiated On: 18/06/2014, Expiring On: 02/07/2014, Terminated On, Assigned To, and Provider Group dropdown). At the bottom, there is another 'Save' button and a 'Top of Page' link.

Save the screen.

In the **Activity Tree**, an **Alert** will now be displayed.

4.

Person View

Refresh | Return to Search

Actions Add Case Go

Summary

Person ID 450936	Gender Female
Surname CFTEST04	Date of Birth (K)
Forename Child1	Date of Birth (E) 1/1/2010
Address (P)	Estimated Age 4
Phone (P)	CaLD No
Interpreter Required	Aboriginal Aboriginal
	Alert Exists ? Yes

[View Person Details](#)

Activities

*Date Filter 7 - View All

First | Previous | Next | Last | Left | Right

Overview of - Child1

- Activities
 - Cases - (4)
 - Open - (4)
 - View All
 - Services - (4)
 - Completed - (1)
 - Open - (3)
 - View All
 - Alerts - (1)
 - Open - (1)
 - View All

Alerts (Open)

ID	Name	Type	Initiated On	Expiring On	Summary
100001979	CFTEST04, Child1	Person Alert	18/06/2014	02/07/2014	test

CLOSING AN ALERT

Navigate to the **Person View**.

From the **Activity tree** open the **Alert** by selecting the **Alert ID hyperlink**.

5.

The screenshot displays the 'Person View' interface. At the top, there are 'Refresh' and 'Return to Search' buttons. Below this is an 'Actions' bar with a dropdown menu set to 'Add Case' and a 'Go' button. The main content is divided into three sections: 'Summary', 'Activities', and 'Alerts (Open)'. The 'Summary' section shows personal details for a person with ID 450936, surname CFTEST04, and forename Child1. The 'Activities' section shows a tree view for 'Child1' with categories like 'Cases', 'Services', and 'Alerts'. The 'Alerts (Open)' section contains a table with one alert highlighted in red.

Person View

Refresh | Return to Search

Actions: Add Case [Go]

Summary

Person ID 450936 **Gender** Female
Surname CFTEST04 **Date of Birth (K)**
Forename Child1 **Date of Birth (E)** 1/1/2010
Address (P) **Estimated Age** 4
Phone (P) **CaLD** No
Interpreter Required **Aboriginal** Aboriginal
Alert Exists ? Yes

[View Person Details](#)

Activities

*Date Filter: 7 - View All

First | Previous | Next | Last | Left | Right

Overview of - Child1

- Activities
 - Cases - (4)
 - Open - (4)
 - View All
 - Services - (4)
 - Completed - (1)
 - Open - (3)
 - View All
 - Alerts - (1)
 - Open - (1)
 - View All

Alerts (Open)

ID	Name	Type	Initiated On	Expiring On	Summary
100001979	CFTEST04, Child1	Person Alert	18/06/2014	02/07/2014	test

Complete the **Terminated On** date.

The screenshot shows the 'Alert(100001979)' form. At the top left, there is a 'Save' button highlighted with a red box. The form is divided into several sections: 'Client Information' with fields for 'Person ID' (450936) and 'Name' (ctest04,Child1); 'Alert Details' with 'Summary' (test) and 'Description' (test) fields; and 'Alert Information' with fields for 'Type' (Person Alert), 'Sub Type' (Risk to Others), '*Initiated On' (18/06/2014), 'Expiring On' (02/07/2014), '*Terminated On' (18/06/2014), '*Assigned To' (PARTNER1, Mirrabooka), and '*Provider Group' (ARMADALE- Partner 7). The 'Terminated On' date field is highlighted with a red box. At the bottom, there is an 'Audit History' section with a 'Save' button and a 'Top of Page' link.

6.

Save the page.

Please Note: After completing the required fields, and saving the page, the screen will become read only.

To return to the **Person** View, select the Person Icon

The screenshot shows the 'Alert(100001979)' form after saving. The 'Person ID' field (450936) now has a person icon next to it, which is highlighted with a red box. The 'Alert Information' section now displays the data as read-only text: 'Type: Person Alert', 'Sub Type: Risk to Others', 'Initiated On: 18/06/2014', 'Expiring On: 02/07/2014', 'Terminated On: 18/06/2014', '*Assigned To: PARTNER1, Mirrabooka', and 'Provider Group: ARMADALE- Partner 7'. The 'Save' button at the bottom is still present, and the 'Top of Page' link is also visible.

7.

The Alert now displays as Completed.

8.

Person View History Select One...

Refresh | Return to Search

Actions Add Case Go

▼ **Summary**

Person ID 450936	Gender Female
Surname CFTEST04	Date of Birth (K)
Forename Child1	Date of Birth (E) 1/1/2010
Address (P)	Estimated Age 4
Phone (P)	CaLD No
Interpreter Required	Aboriginal Aboriginal
	Alert Exists ? Yes

[View Person Details](#)

▼ **Activities** *Date Filter 7 - View All

First | Previous | Next | Last | Left | Right

Overview of - Child1

- Cases - (4)
 - Open - (4)
 - View All
- Services - (4)
 - Completed - (1)
 - Open - (3)
 - View All
- Alerts - (1)**
 - Completed - (1)**
 - View All

▼ **Alerts (Completed)**

Find | View All First 1 of 1 Last

ID	Name	Type	Initiated On	Expiring On	Summary
100001979	CFTEST04, Child1	Person Alert	18/06/2014	02/07/2014	test