

## OVERVIEW

This User Guide details creating and ending an alert on a person.

## NAVIGATION

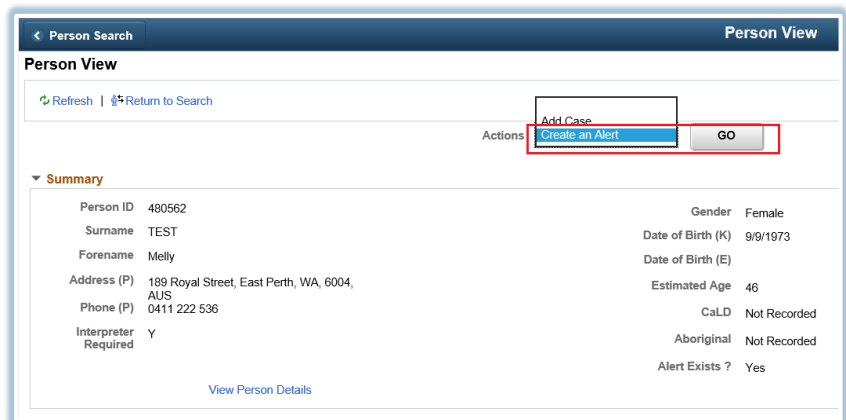
On the Home page, click on **Person Search** tile.

Search for the client and select the **Person View** icon

## 1. CREATING AN ALERT FOR A PERSON:

In the **Person View** of the client

- From the Actions drop down options select **Create an Alert**
- Select **GO**



The screenshot shows the 'Person View' interface for a client with ID 480562. The 'Actions' menu is open, and the 'Create an Alert' option is highlighted. The 'GO' button is also visible. The client's summary information is displayed below, including name, address, and contact details.

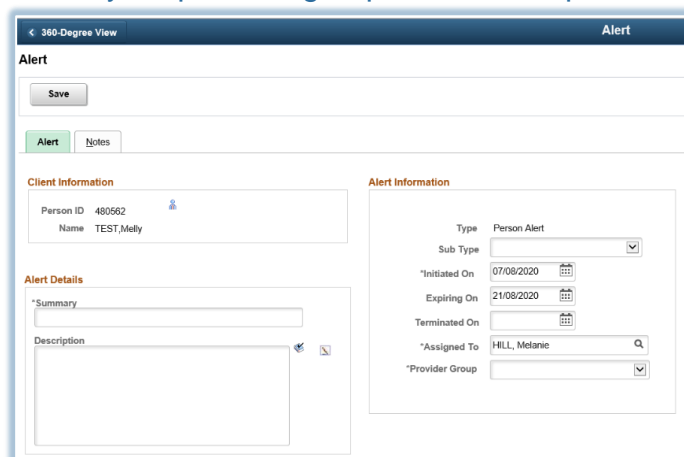
Summary	
Person ID	480562
Surname	TEST
Forename	Melly
Address (P)	189 Royal Street, East Perth, WA, 6004, AUS
Phone (P)	0411 222 536
Interpreter Required	Y
Gender	Female
Date of Birth (K)	9/9/1973
Date of Birth (E)	
Estimated Age	46
CaLD	Not Recorded
Aboriginal	Not Recorded
Alert Exists ?	Yes

## 2. ADDING THE ALERT DETAILS:

Complete the following information:

- **Summary**
- **Description**
- **Sub Type**
- **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:** can leave this field blank. This to be completed when closing the alert.
- **Assigned To:** this will auto-populate with your own details but can be edited.
- **Provider Group:** select your provider group from the dropdown list (if applicable).

Click on Save



The screenshot shows the 'Alert' creation form. It includes a 'Save' button at the top. Below are tabs for 'Alert' and 'Notes'. The form is divided into 'Client Information' and 'Alert Information' sections.

Client Information	Alert Information
Person ID: 480562	Type: Person Alert
Name: TEST, Melly	Sub Type: [Dropdown]
*Summary: [Text Area]	*Initiated On: 07/08/2020
Description: [Text Area]	Expiring On: 21/08/2020
	Terminated On: [Text Field]
	*Assigned To: HILL, Melanie
	*Provider Group: [Dropdown]



# Creating an Alert on a Person

## 3. NAVIGATING BACK TO PERSON AND VIEWING THE ALERT:

Click on the **Person View** icon in the Alert screen or the **Person View** button in the top left hand corner of the screen.

The alert recorded against a person will be shown in the **Person View** of the person in the tree-view. It will show all Open and Completed alerts for the Person.

ID	Name	Type	Initiated On	Expiring On	Summary
100021497	TEST, Melly	Person Alert	07/08/2020	21/08/2020	enter in alert
100021496	TEST, Melly	Person Alert	07/08/2020	21/08/2020	Summary of the alert
100021493	TEST, Melly	Person Alert	06/08/2020	20/08/2020	Adding alert to a person
100021462	TEST, Melly	Person Alert	04/08/2020	18/08/2020	testing
100021400	TEST, Melly	Person Alert	28/07/2020	11/08/2020	new alert

## 4. COMPLETING THE ALERT ON THE PERSON:

Navigate to the **Person View** of the person.

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

In the Alert, enter in the **Terminated On** date.

Click on **Save**. The alert will now be displayed in the 'Completed' section of the tree on the person.

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

**Alert(100021497)**

Save

Alert Notes

**Client Information**

Person ID 480562  
Name TEST, Melly

**Alert Details**

\*Summary  
enter in alert

Description  
More information about the alert

**Alert Information**

Type Person Alert  
Sub Type Risk to others  
\*Initiated On 01/08/2020  
Expiring On 21/08/2020  
**Terminated On 07/08/2020**  
\*Assigned To HILL, Melanie  
\*Provider Group MercyCare (Mirrabooka/Joondalup)