Alerts on the Executive Dashboard

The **Alerts** widget on the Executive Dashboard delivers timely notifications on vital information and provides convenient access to related reports at your fingertips.

- ⭐ Stay ahead of the game with real-time alerts that enable you to respond quickly to changing situations.
- ⭐ Delight customers by addressing their needs promptly with insights from the alerts.
- ⭐ Anticipate and address potential problems before they escalate, thanks to early warnings provided by the alerts.

Permissions determine what data your Users can access and what actions they can perform. Before proceeding, review **User Permissions for Alerts on the Executive Dashboard**


Widget Wisdom - Understand and Interact

There are sixteen alerts, split into two categories: actionable and informative. Actionable alerts are displayed by default.

- **Actionable Alerts** - You or your staff can clear actionable alerts by - you guessed it - taking action. For example, to resolve the Waitlists for Classes with Openings alert, click the alert to open the corresponding Waitlists with Openings report. From there, you can access the class record and enroll students from the waitlist, reducing the number of openings reflected in the alert.

- **Informational Alerts** - These alerts, such as 4+ Absences in the last 30 days, remain active and continually update to keep you in the loop rather than disappearing.

The Alerts widget offers various interactive components. Some provide a deeper dive into your data, while others enable customization of your Executive Dashboard display.
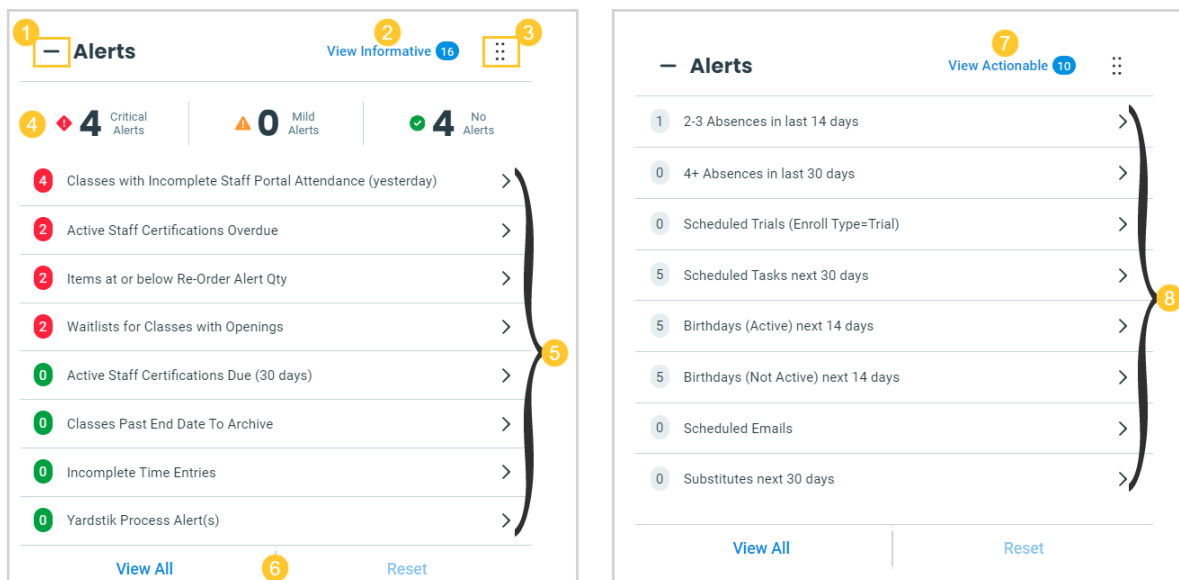
1 Collapse or expand the widget.

2 To switch the display to show informative alerts while viewing actionable alerts, click the **View Informative** link.

3 Use the **Move Widget** icon to drag and drop the widget anywhere on your Executive Dashboard to customize your view. Your chosen layout will be retained each time you visit.

4 The alert filters can be used to switch between **Critical Alerts** (red = action needed) and **No Alerts** (green = no action needed). The numbers shown indicate how many actionable alerts require attention and how many do not.

5 All actionable alerts are displayed by default. Each critical alert indicates the number of items that require attention, e.g., four classes that didn't have attendance taken through the Staff Portal. No alerts will always show zero.
Click on an alert to open the corresponding report.

6 When you have applied an alert filter (#4 above), you can change your display by using the **View All** or **Reset** options.

7 To switch the display to show actionable alerts while viewing informative alerts, click the **View Actionable** link.

8 All informative alerts. Each alert indicates the number of instances related to its subject, e.g., five scheduled tasks set to occur in the next 30 days.
Click on an alert to open the corresponding report.

Expand each section to learn about the various alerts.

Expand/Collapse All

⊙ Actionable Alerts (8)

⊙ Informational Alerts (8)

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