

Alerts on the Executive Dashboard

The *Alerts* section of the *Executive Dashboard* brings important information to your attention and offers quick links to related reports.

Alerts Settings ⌵	
7 Wait Lists for Classes with Openings	11 Birthdays (Not Active) next 7 days
4 Incomplete Time Entries	2 Items at or below Re-Order Alert Qty
5 2-3 Absences in last 14 days	5 Classes with Incomplete Staff Portal Attendance (yesterday)
6 4+ Absences in last 30 days	0 Scheduled Emails
0 Classes Past End Date To Archive	0 Active Staff Certifications Due (30 days)
0 Scheduled Trials (Enroll Type= Trial)	0 Active Staff Certifications Overdue
0 Scheduled Tasks next 30 days	1 Substitutes next 30 days
11 Birthdays (Active) next 7 days	

⌵ [Wait Lists for Classes with Openings](#)

[Expand/Collapse All](#)

⌵ [Incomplete Time Entries](#)

⌵ [2-3 Absences in last 14 days/4+ Absences in last 30 days](#)

⌵ [Classes Past End Date To Archive](#)

⌵ [Scheduled Trials](#)

⌵ [Scheduled Tasks next 30 days](#)

⌵ [Birthdays \(Active\) next X days / Birthdays \(Not Active\) next X days](#)

⌵ [Items at or below Re-Order Alert Qty](#)

⌵ [Classes with Incomplete Staff Portal Attendance \(yesterday\)](#)

⌵ [Scheduled Emails](#)

⌵ [Active Staff Certifications Due/Overdue](#)

⌵ [Substitutes next 30 days](#)