MSITE *ALERTS & NOTIFICATIONS*

How to create a Roles Ratio Alert

Roles Ratio Alerts Setup

To access the **Alerts** menu within MSite select, **Alerts & Notifications** ➡ **Alerts**

Add the **Title** and **Body** of the message that will be received from the alert once triggered.

Message Subject	
Message Body	The ratio of critical to non critical roles has been exceeded. Please look into this as a matter of

Then, select which **Sites**, **Areas** and **Contractors** that the alert is applicable to.

Sites *	All Selected 🔍
	☐ Automatically Grow Sites
Areas	All Selected 🔍
Contractors *	All Selected 🔍
	☐ Automatically Grow Contractors

Define which roles are classified as **Critical** and **Non-Critical**. If there are variations in critical role classifications across different sites, **additional alerts** can be configured.

Role, or *	None 🔍
Custom Field *	
Custom Field Value	

Select the **maximum** allowable **Critical/Non-Critical** role ratio which cannot be **exceeded**. Then, set the **delay time** for when the alert is triggered once this ratio is surpassed.

When ratio of non-critical roles to critical roles, per contractor on site is greater than or equal to	8	: 1
Delay ❓	5	Minutes
☐ Only During Site Opening Hours		

Finally, choose which **internal** and **contractor** recipients should receive the alert. You can also specify if recipients are allowed to **unsubscribe** and whether **new contractors** should be automatically added to the alert.

Recipients	All Selected 🔍
	☐ Recipients Allow Unsubscribe
Contractor Recipients	All Selected 🔍
	☐ Contractor Recipients Allow Unsubscribe
	☐ Automatically Grow Contractor Recipients

➤ Then, click **Add** to **save** the alert

+44 (0) 333 456 2001

MSite by infobric | Training Hub