



How to Create an Accreditation Alert.

Follow this guide to create an Accreditation Alert.

An **Accreditation Alert** will send an email informing you when workers on your site have accreditations expiring.

To set up alerts, from the taskbar select:

Alerts & Notifications ➡ **Alerts** ➡ **Add an Accreditation Alert**

Accreditation Types - What accreditations are included in the report

Notice Period - The number of days before expiration that an alert will be generated

Last Seen - How recently an employee needs to have been seen on site to be included on an alert

Frequency - You can choose - Daily, Weekly (Every Monday) or 1st of each month

Recipients – Enter the email for who would like to receive the alert

Add Accreditation Expiry Alert

Type

Accreditation Expiry

Title

Accreditation Types ?

All Selected

Notice Period ?

28

Days

Last Seen ?

28

Days

Frequency

Daily Alert Schedule

Recipients

Please Select

Contractor Recipients

Please Select

Message Body

The following accreditations have expired or are due to expire soon. Please contact the employees

Cancel

Add

Setting up an **Accreditation Alert** will automate the process of checking workers for expired accreditations and helping to adhere to site safety standards.