



# 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 1<sup>st</sup> 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.