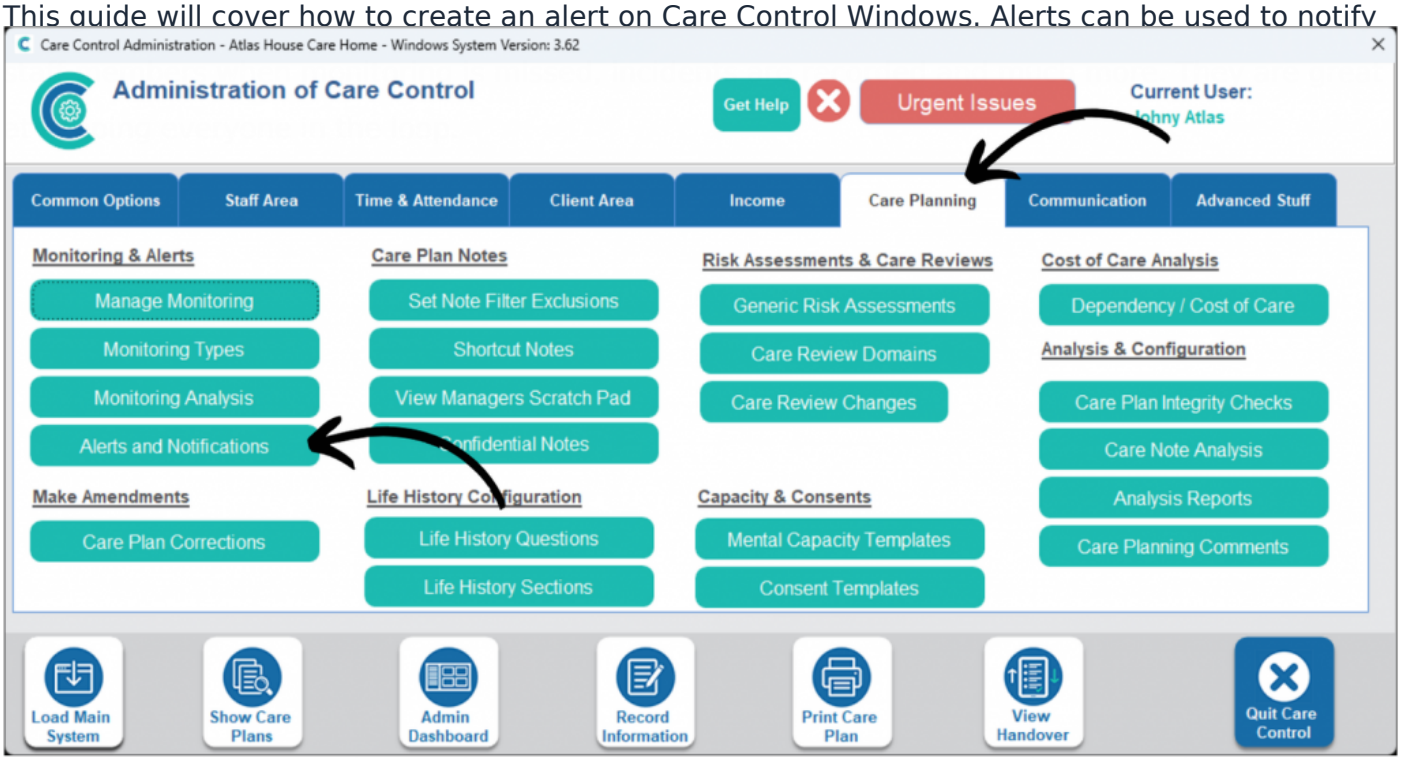
Creating an Alert

Alerts Windows · https://cclearninghub.co.uk/docs/creating-an-alert/



Creating an Alert

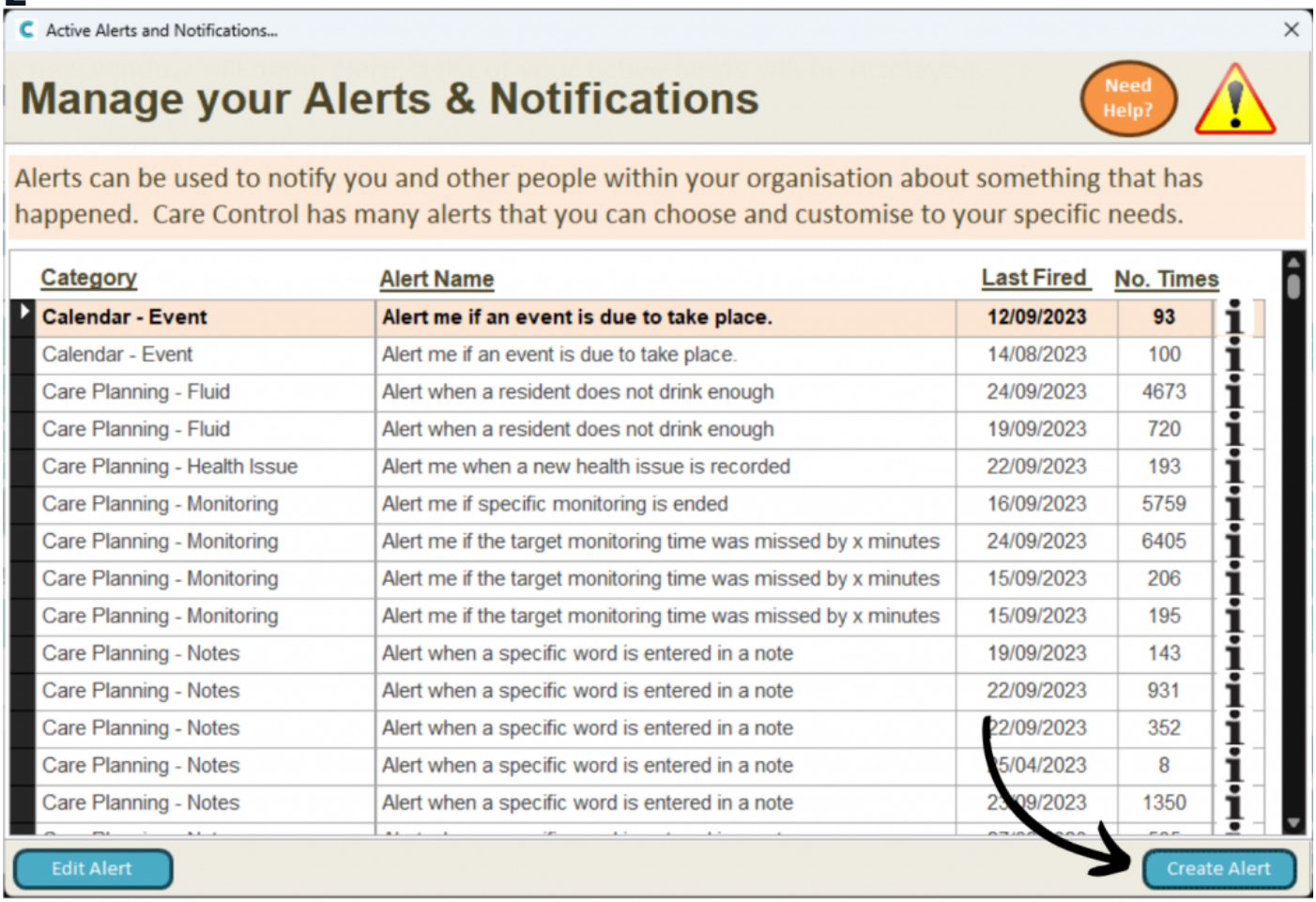
This guide will cover how to create an alert on Care Control Windows. Alerts can be used to notify

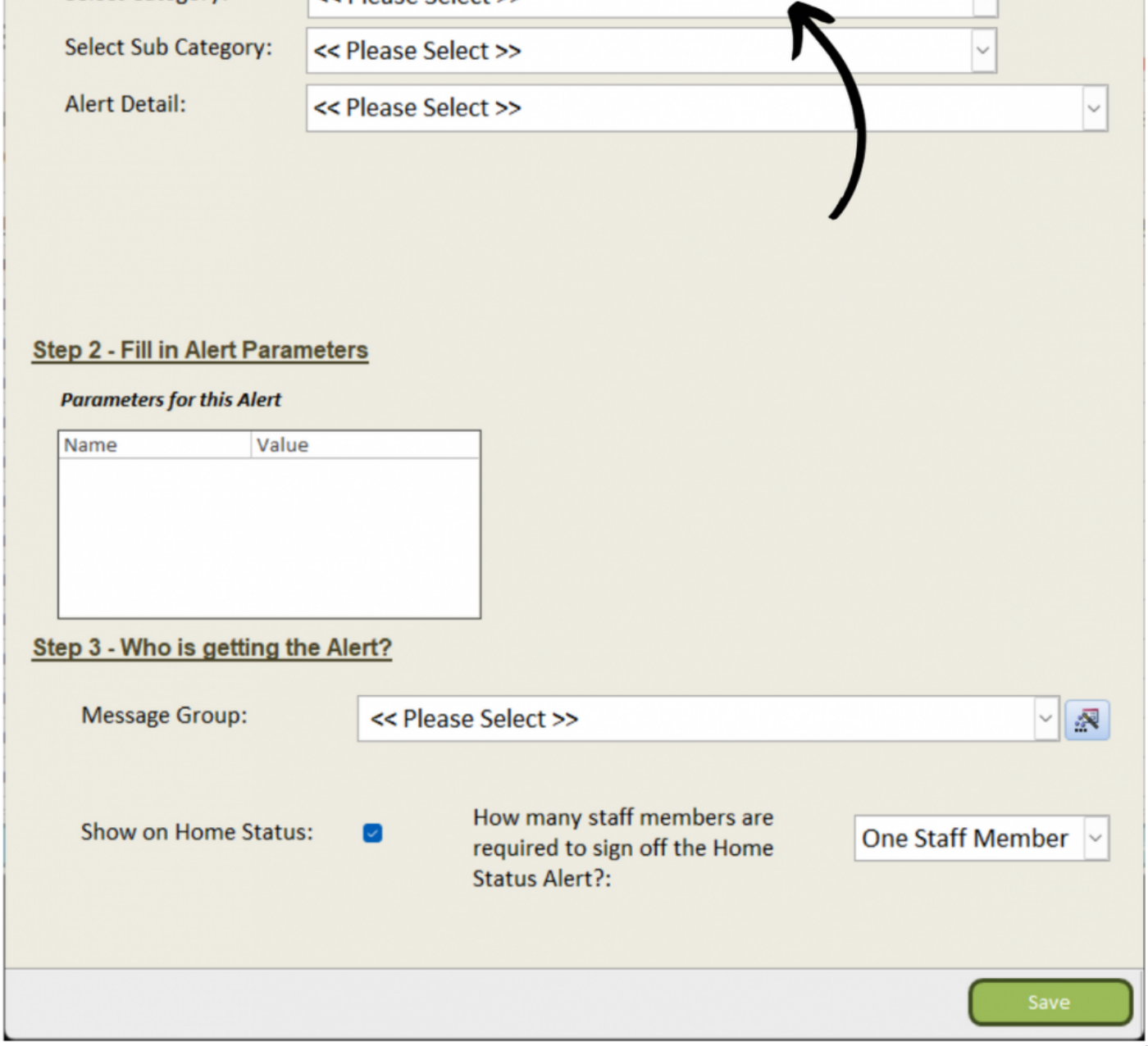


1

In the Administration of Care Control Windows, navigate to the **Alerts & Notifications** tool, which can be found under the Care Planning tab.

2



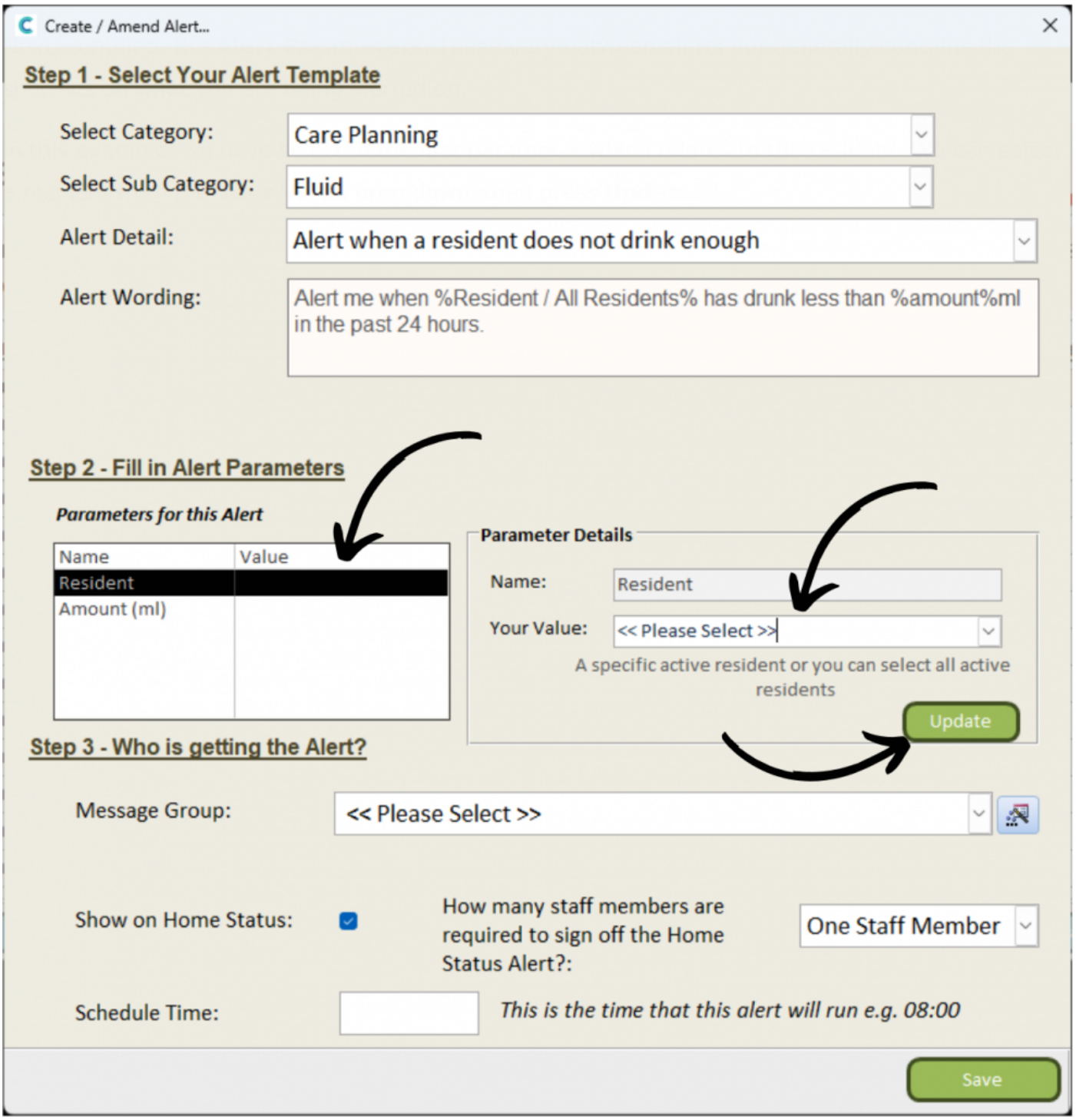


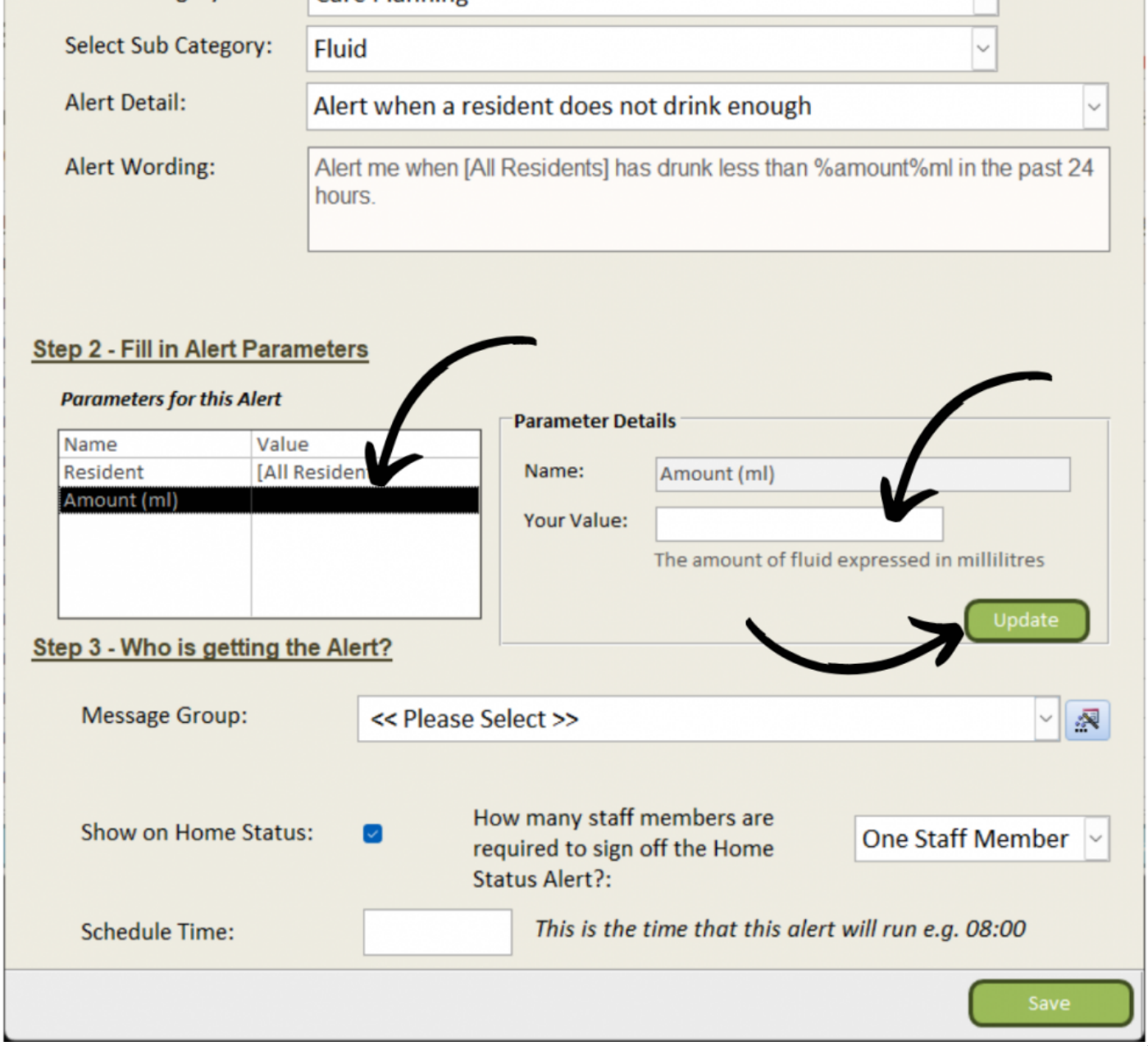
3

Begin by choosing your alert category, sub-category and alert detail. Please see the document linked below for a full breakdown of the alerts available:

Alerts available on Care Control – Care Control Learning Hub (cclearninghub.co.uk)

4


Create / Amend Alert...
Step 1 - Select Your Alert Template
Select Category:
Care Planning
Select Sub Category:
Fluid
Alert Detail:
Alert when a resident does not drink enough
Alert Wording:
Alert me when %Resident / All Residents% has drunk less than %amount%ml in the past 24 hours.
Step 2 - Fill in Alert Parameters
Parameters for this Alert
Name
Value
Resident
Amount (ml)
Parameter Details
Name:
Resident
Your Value:
<< Please Select >>
A specific active resident or you can select all active residents
Update
Step 3 - Who is getting the Alert?
Message Group:
<< Please Select >>
Show on Home Status:
How many staff members are required to sign off the Home Status Alert?:
One Staff Member
Schedule Time:
This is the time that this alert will run e.g. 08:00
Save



5

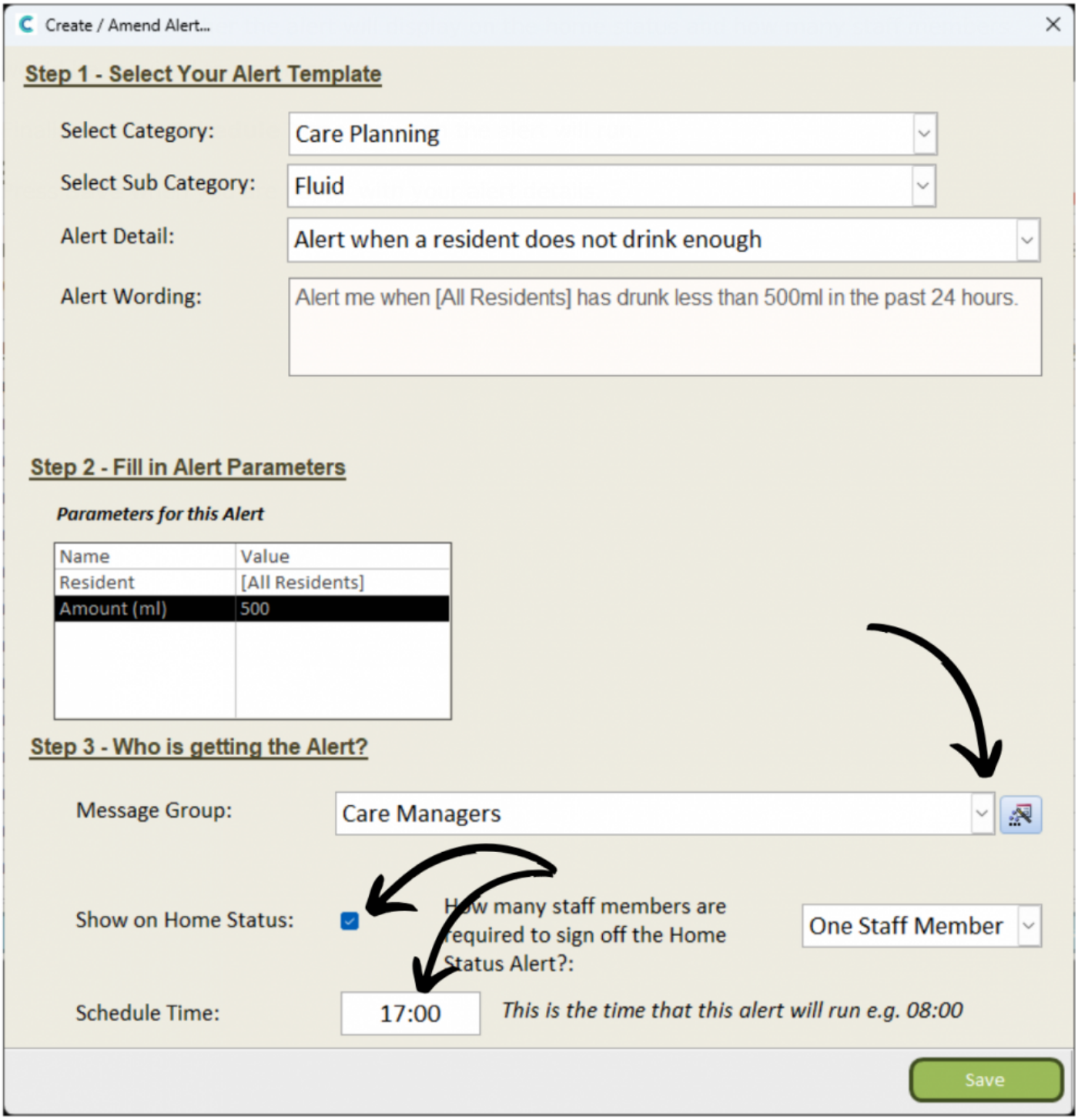
Complete all the parameters in the table on the left hand side.

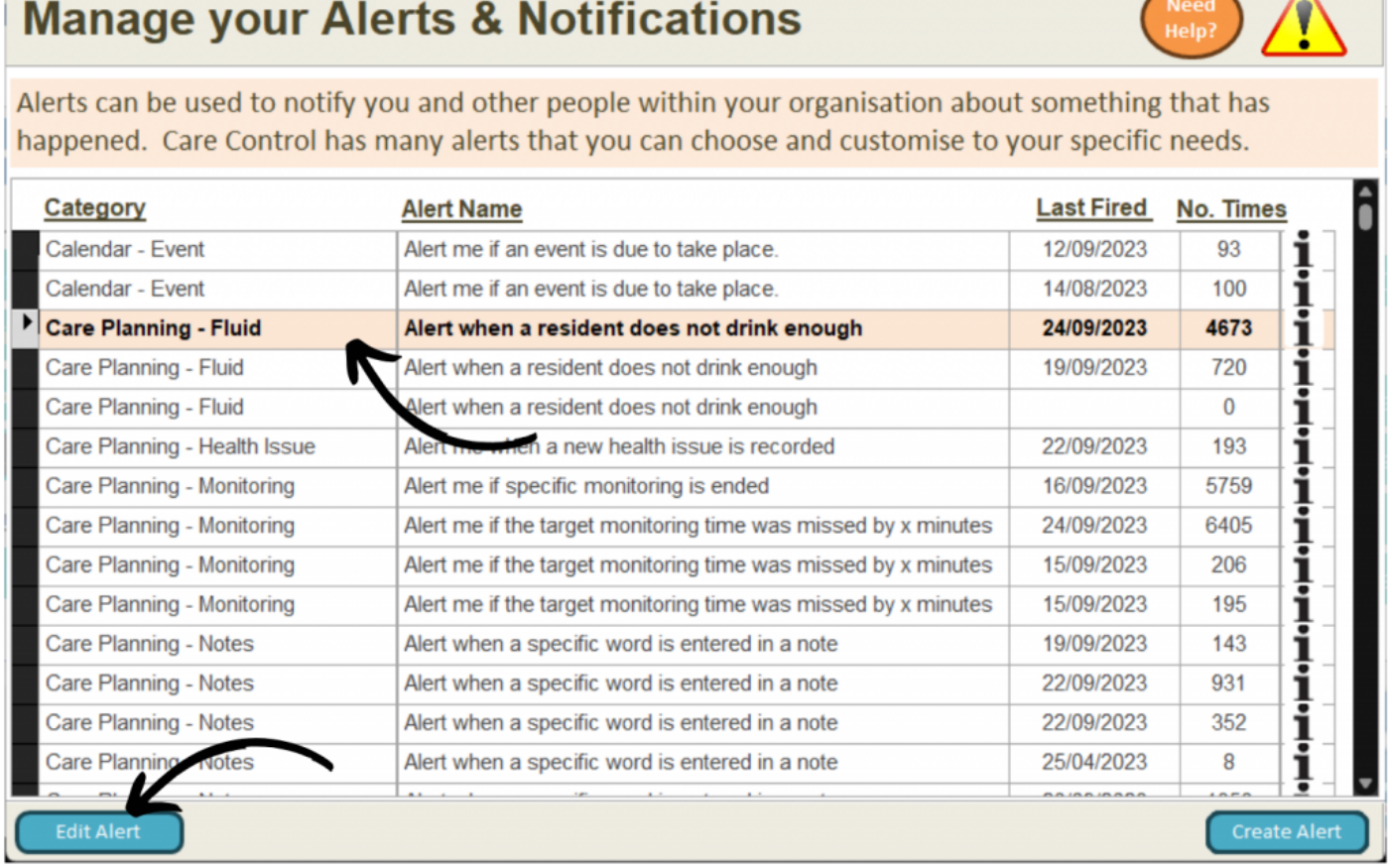
Make sure to press **Update** after entering in the information.

6

Finally, we can choose some output options.

First, select or create a **Message Group**. This is who will receive the alert when it is triggered.





7

Your new alert will appear on the list. You can amend it by selecting the alert and pressing **Edit Alert**.