How to create Message Groups in Alerts in Cloud

Care Planning · https://cclearninghub.co.uk/docs/how-to-create-message-groups-in-alerts-in-cloud/

Admin How to create Message Groups in Alerts

This guide will cover how to create Message Groups in Alerts.

Please follow the interactive guide below, a written guide is also available at the bottom of the page.



Embedded media:
https://demo.arcade.software/8DzZXAJr3LIzLebmR8Lt?embed&embed_mobile=inline&embed_desktop=inline&show_copy_li

Written guide

1. Within the ‘My Hub’ dashboard, click the Admin app.
2. Next, select the ‘Visit’ button under ‘Care Planning’.
3. Then, click the drop down arrow next to the ‘Monitoring and Alerts tab.
4. Click the ‘Alerts and Notifications’ option.
5. Next, click the ‘Create Alert’ button.
6. Select your category.
7. Then, select your Sub Category.
8. Select your Alert Detail.
9. Here is where you can manage your groups for alerts. You can either create a group or select a pre-existing one. Select the ‘Manage Groups’ button.
10. Next, you can select current message groups that you have.
11. Or you can create a new message group by entering text into this text box and then click the + icon next to it.
12. Click the + button.
13. Now you have created a new message group . Now it is time to select the staff group.
14. You then will have the option to select by staff category, staff role and staff member.

15. On the left hand side, you have a selection list. From this, you can pick your selection of staff. In this case, I have chosen staff role – therefore I will now choose the correct role.
16. Once choosing the role you want to add within the message group , click the ‘Add’ button once choosing from the selection list.
17. Once adding your selection, you then want to click the ‘Save’ button on the bottom right.
18. Your message group alert has then been successfully recorded.