

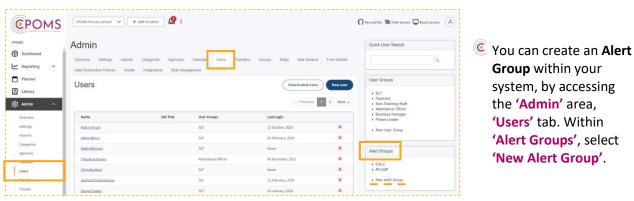
Action Required Before Using CPOMS Configure your Alert Groups and Automatic Alerts



Alert Groups

Alert Groups can be created within CPOMS by an Admin Key Holder so that when any member of staff creates an incident, they can select to alert groups of staff, rather than having to alert each person in turn. For example, were a school to have 3 Designated Safeguarding Leads, all 3 of them can be alerted to an incident at the same time, at the click of a button.

Alert Groups must be configured by the school from within your own version of CPOMS.



[©] Firstly, enter your new Alert Group **'Name'** *i.e. SLT, DSLs.*

Group within your system, by accessing the 'Admin' area, 'Users' tab. Within 'Alert Groups', select 'New Alert Group'.

Group Information				
Name	SLs			
User Selection				
These users will not be in this alert grou Showing all 31	P		e users will be in this alert group ng al 6	
Filter by group name or group type		Filter	r by group name or group type	
→→	→		+	++
Imogen Johnson (SLT) Hakim Aryan (SLT) Roger Sawyer (SLT) Nicki Higgins (SLT) Sam Mortimer (SLT) Elizabeth Smith (SLT) Chris Burdock (SLT) Karl Lodge (SLT)	×_	Lauri Anna Dani Rebe	vie Wikinson (SLT) v Cohen (SLT) ele Reay (SLT) ecca Forrest (SLT) mne Maxfield (SLT)	

© Next, use the arrow(s) to move across the members of staff that you wish to be in the Alert Group, to the box on the right. Using the search bar, you may search by the user's name or by the names of User Groups, e.g. *SLT*, to move multiple members of staff at once, using the double arrow.

Click 'Save Alert Group'.

Once saved, when a member of staff adds an incident to CPOMS, they will now be able to select an Alert Group, as per the screenshot below.

DSLs All staff Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.	Alert Staff Members	Begin typing a staff member's name	•
Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.			
		Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.	

CPOMS - Automatic Alerts and Alert Groups

Page 1 of 3 © CPOMS Systems Limited 2024 CPOMS-1004-v1 UI



Automatic Alerts

Automatic Alerts can also be setup within CPOMS so that when a new incident is added against a specific category, student or tutor group, a certain individual(s) will then be notified automatically.

C POMS	CPOMS Primary School 💙 🕇 Add Incide	nt 🧟 :		(🞧 Remind Me 💘 Hide Names 🖵 Blank Screen (🛞	
CPOMS	Admin				Ouldk User Search	You can set up
Dashboard	Overview Settings Imports Catego	tes Agencies Calenda Users Tra	nsfers Groups Maps Add Stud	lent Form Builder		Automatic Alerts
Reporting ~	Data Destruction Policies Audits Integra	tons Bulk Management	nsters Groups Maps Add Stud	ent. Form builder	q	
Planner	Lleare		Deactivated in		User Groups	within your system, by
Library	Users		Deactivated un	New user	• SLT	accessing the 'Admin'
🔞 Admin 🗠			- Previou	i 1 2 Next→	Teachers Non-Teaching Staff Attendance Officer	Ç
Overview	Name	Job Title User Groups	Last Login 🔹		Business Manager Phase Leader	area, 'Users' tab, and
Settings	Suzanne Maxfield	so	08 March, 2024	×	New User Group	clicking on the user's
Imports Categories	Nicki Higgins	SLT	05 March, 2024	×		, e
Agencies	SamMortimer	sur	05 March, 2024	×	Alert Groups	name, into their
Calendar	Anele: Wilson	SU7	05 March, 2024 05 March, 2024	×	DSLs All staff	profile.
Users	Jenna Wrigzlesworth Anna Cohen	50	05 March, 2024 05 March, 2024	×	New Alert Group	prome.
Groups	Sheri Powers	SU	21 February, 2024	×		
dashboard alerts	Last 7 days Clear dates					profile, select the 'Alerts' tab.
	Remove dashboard a	lerts				'Alerts' tab.
Alert Groups	Suzanne will be a member of the following alert groups.					© Within this section you
						can tick by category,
						enter a student's
Categories	Suzanne will automatica	name, or select by				
		haviour 🗌 Cause for Concer			Contact with Parents	student group <i>e.g. a</i>
		uarding Partners				
	Mental Health and	Wellbeing Safeguarding C	oncern 🗌 SEND			Teachers class/ form
Students	Suzanne will automatically get alerts for incidents added to the following students.					for example.
	Begin typing a studen	t's name to search				© Once you have
	Name	Group		Remove		Solice you have
						selected the relevant
Student Groups						alerts, click 'Save alert
	Suzanne will automatica	ally get alerts for incidents added	i to the students in these gr	oups.		preferences'.
	Save alert preference	s				

The specific user(s) will then appear as a 'configured alert' as soon as the relevant student, or category is selected.

This process needs to be completed within each individual user's profile that requires to receive any automatic alerts.

Please note, Automatic Alerts will only send to the user if the Category Permissions 'View Students' and 'View Incidents' are selected in their User Group, against each category name that you would like them to receive alerts for automatically.

You can check User Group permissions, via the 'Admin' area > 'Users' tab, by clicking on their User Group name to the right.



Please be aware, if the System Permissions 'View student details' and 'View students list', under General, are also ticked the user will be able to access any chosen categories if they have/ create a key (two factor authentication).

Enforce at least one alert for all incidents

You may also choose to **'Enforce at least one alert for all incidents'** within the **'Admin'** area > **'Settings'** tab by ticking the option here and saving. This means an incident cannot be submitted without an alert being chosen.

For further assistance on any of the above please do not hesitate to contact us on

01756 797766 or support@cpoms.co.uk.

