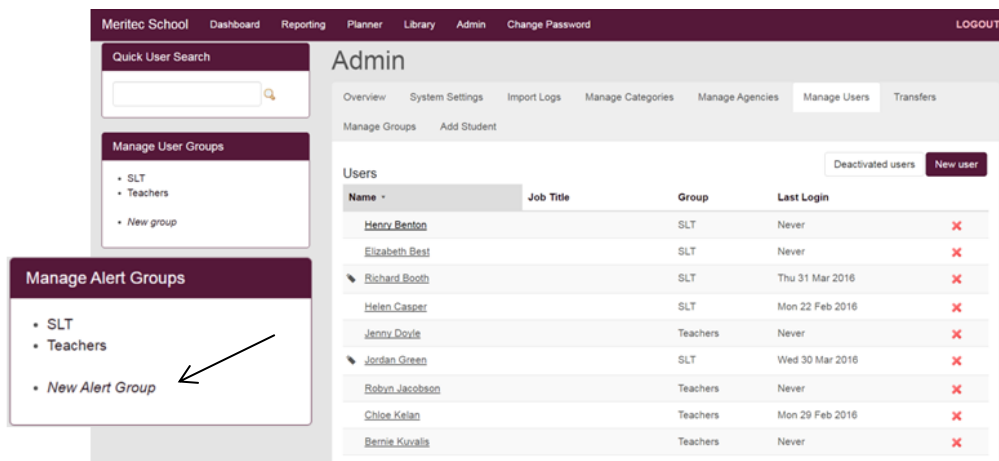# Action Required Before Using CPOMS – Configure your Alert Groups

Alert Groups

Alert Groups can be created within CPOMS 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 with the click of a button.

The Alert Groups need to be configured by the school from within your own version of CPOMS. You can create an alert group within your system by going to Admin, Manage Users, Manage Alert groups, *New Alert Group.*

Edit Alert Group

Group Information

Name   DSL

User Selection

These users *will not* be in this alert group

Showing all 14

Filter by group name or group type

➡➡

➡

Tre Walker (SLT)
Bernie Kuvalis (Teachers)
Jenny Doyle (Teachers)
Zelda Lees (Teachers)
Rose Nichols (Teachers)
Robyn Jacobson (Teachers)
Chloe Kelan (Teachers)
Edward Ryan (SLT)
Christina Smith (SLT)
Damaris Nader (Teachers)
Tony Wild (SLT)
John Wild (SLT)
Jordan Green (SLT)
Richard Booth (SLT)

These users *will* be in this alert group

Showing all 3

Filter by group name or group type

⬅

⬅⬅

Helen Casper (SLT)
Henry Benton (SLT)
Elizabeth Best (SLT)

Save Alert Group

- You will be able to give this Alert Group a Name
- Use the Arrows to move the members of staff you require to be in the Alert Group to the box on the right (you can type the names of User Groups e.g. Teachers to move multiple members of staff at once)
- Click Save Alert Group
- When a member of staff adds an incident to CPOMS, they will now be able to select an Alert Group as per the screen below

Alert Staff Members   Begin typing a staff members name

SLT   Teachers   DSL

Type a colleague's name or select an alert group to alert them to this incident.

For further information including how to setup Automatic Alerts please see the full system User Guide which can be accessed directly from within CPOMS itself.