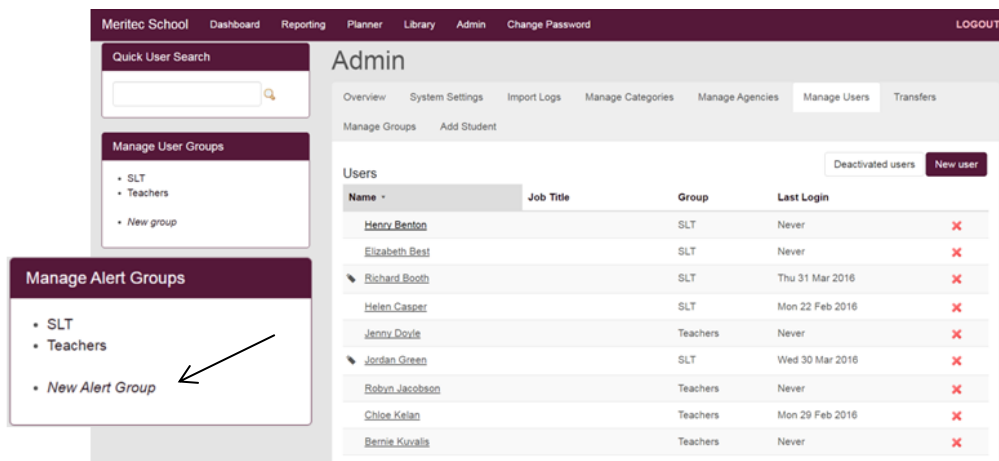


## **Action Required Before Using CPOMS – Configure your Alert Groups**

### **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***.



The screenshot shows the CPOMS Admin interface. On the left sidebar, under 'Manage Alert Groups', there is a list of groups: SLT, Teachers, and **New Alert Group**. An arrow points to 'New Alert Group'. The main content area shows the 'Users' table with columns: Name, Job Title, Group, Last Login, and a status icon.

Name	Job Title	Group	Last Login	Status
Henry Benton		SLT	Never	✗
Elizabeth Best		SLT	Never	✗
Richard Booth		SLT	Thu 31 Mar 2016	✗
Helen Casper		SLT	Mon 22 Feb 2016	✗
Jenny Doyle		Teachers	Never	✗
Jordan Green		SLT	Wed 30 Mar 2016	✗
Robyn Jacobson		Teachers	Never	✗
Chloe Kelan		Teachers	Mon 29 Feb 2016	✗
Bernie Kuvalla		Teachers	Never	✗

## 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)

Save Alert Group

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)

- 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.