

e-KSF (the KSF online Tool)

Setting up Global On-Screen Alerts

The following document describes how you, as e-KSF Administrator or Super Administrator, can define global alerts for the users of tool. It is assumed you have already got E-KSF Administrator or Super Administrator access and login. If not, please contact the support desk.



1. Introduction

Global alerts are set up by administrators, and appear on the homepages of users after they log in. Global alerts are date-based, so are useful for general reminders to large groups of users, or to publicise particular information e.g. KSF training courses or a new KSF gateway policy.

2. Setting up Global Alerts

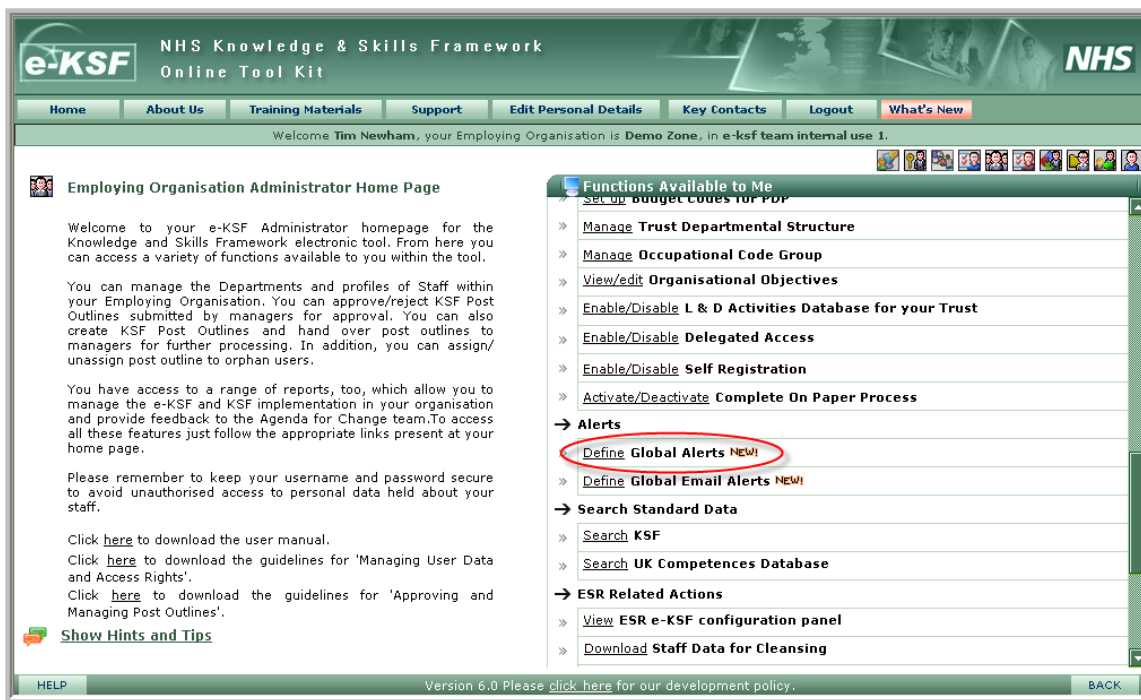


Figure 1: EKSF Administrators' Home Page

To define a global alert, please start by clicking on the “**Define Global Alerts**” link, circled above in red. A new screen will be opened in front of you, where you can define global alert by providing (see Figure 2). The point-numbers are the same as those highlighted in Figure; e.g. point 1 refers to button/link numbered as 1 in Figure 2.

1. Here you can specify the “Start Date” of the alert, in places provided. The alert won't appear until this date
2. Here you can specify the “End Date” of the alert, in places provided. The alert will disappear at the end of this date.
3. You can also specify the target audience. There is a field titled “**Alert Audience**”; you will see three check boxes in front of this field: ‘Manager’, ‘Reviewer’ and ‘Staff’. You can select the required audience by clicking the respective check boxes.
4. You also have the facility to set the “**Alert Mechanism**” for your audience. You can set the alert to be displayed as pop-up when they log-in OR you can set it to be available on a page displayed after logging in.

5. If you want to focus an alert on a specific part of the organisation, you can do so by using the drop-down lists here. The alert will only appear to users in the directorates/departments you select.
6. Give a suitable title for your alert in field “Alert Title”. This title appears to users, and is also used to help you find/edit the alert in the future.
7. Now write the text of your alert in field titled “Alert Text”.
8. You can check your spelling using the button at the bottom-left of this page.

Figure 2: EKSF Administrators' Global Alerts Page

Once you've completed your alert, click the “save” button. You'll see that a summary of the alert appears in the table at the bottom of the page.

Edit/Delete Global Alert

All the previously defined Global Alerts are displayed at bottom of the screen (Highlighted in blue in Figure 2). The following information about each is provided:

- Alert Title
- Alert Text
- Staff – *If 'yes' against an alert, all e-KSF users are included in target audience.*
- Reviewer - *If 'yes' against an alert, reviewers are included in target audience*
- Manager - *If 'yes' against an alert, managers are included in target audience*
- Date Created
- Status – *If the alert is valid (i.e. within Start and End date limits), its status will be "In Progress"; otherwise if the end date has passed, its status will be "Expired".*
- Update – *You can Edit/Modify the alert by clicking here and providing all information.*
- Delete – *To delete an alert, click the red cross against that alert.*

After specifying all the details, click '**Save**' button to save that particular Global Alert. To go back to previous page without saving anything, click '**Cancel**'. (See Figure 2 – buttons are highlighted in red at bottom right).

3. Viewing Global On-Screen Alerts

Global email alerts appear to all users as soon as they log in to e-KSF, and before they see their respective e-KSF homepages.

Users have the option to dismiss an alert (don't show it again). They can also click on an alert title to read the full information, or bypass the alert by clicking "go to my homepage".

Because global on-screen alerts appear to all users after login and before they reach their homepages, they are an effective way of making sure that the message reaches the target audience. The global alerts are part of e-KSF, so they don't need users to have email accounts.

Please also see the guide on "Global email alerts" to read about how administrators can also set up alerts that go to user's email accounts, on specific dates or e-KSF actions.