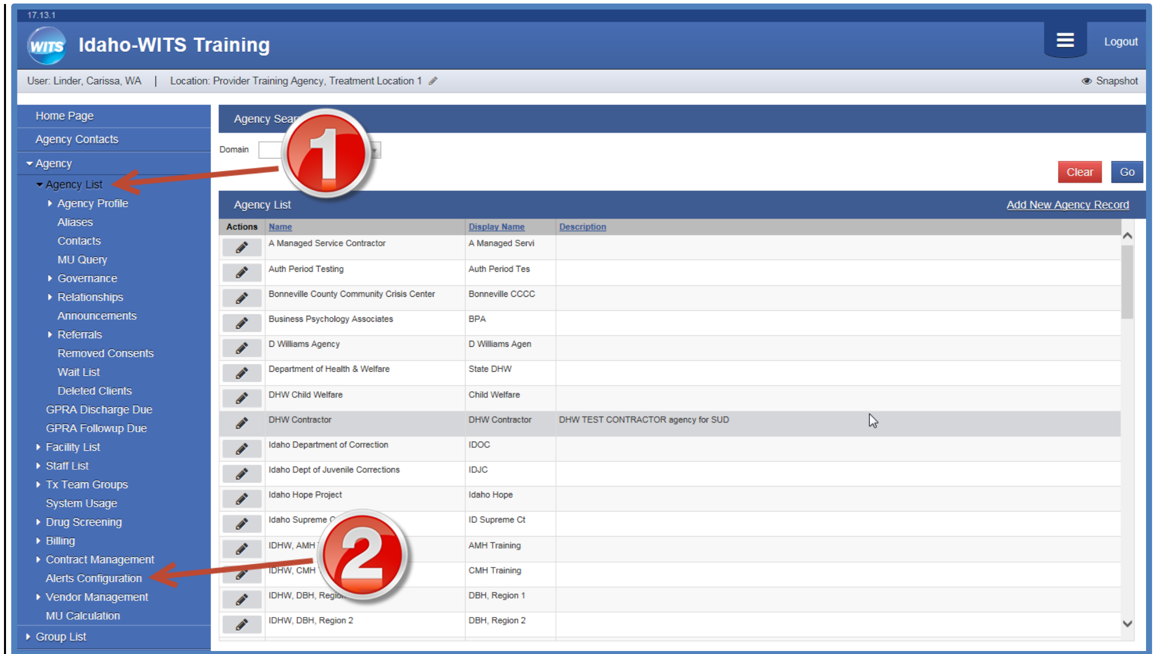
Creating an Alert for a Client Turning a Certain Age

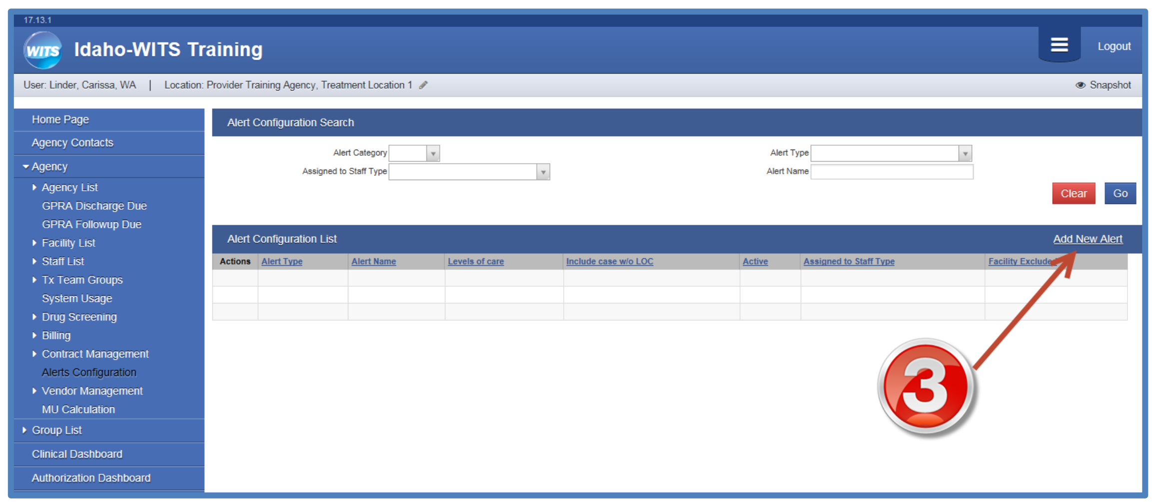
This alert indicates the clients who are turning a certain age. Please note that WITS will add leap year days as appropriate.



1. **Getting here:** Login, on the Navigation Pane (left menu) select **Agency** to activate the Agency List menu.

2. Select **Alerts Configuration**.

3. Select **Add New Alert**.



4. Enter **Alert Name**.

5. Select **Client Turning Age {x}** as the **Alert type**.

6. Enter the message in **What message should appear to users?**

7. Complete these fields.

- **When is the next activity due (days after the trigger point)?**
- **How many days prior to the due date should this alert show up?**
- **Which staff should recive the message?**
- **Should message turn red when overdue?**

Note: The number 6570 would be the clients 18th birthday.

8. Enter the **Number of Days** you want this alert to show.

9. Enter the **Effective Date**.

10. Select **Finish**.