Alerts on the Executive Dashboard

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The Alerts widget on the Executive Dashboard delivers timely notifications about high-priority items. Each alert links directly to its related report so you can review details and take action quickly.

Stay ahead of the game with real-time alerts that enable you to respond quickly to changing situations.

Delight customers by addressing their needs promptly with insights from the alerts.

Anticipate and address potential problems before they escalate, thanks to early warnings provided by the alerts.

Permissions determine what data your Users can access and what actions they can perform. Before proceeding, review **User Permissions for the Executive Dashboard**.

Understand and Use the Alerts Widget

In the Compact View of the Executive Dashboard, alerts are grouped by urgency:

- **Critical Alerts** - Need immediate action (e.g., unassigned substitutes, incomplete attendance)
- **Mild Alerts** - Should be reviewed soon (e.g., scheduled tasks, scheduled trials)
- **No Alerts** - No action needed (alerts with a count of 0)

The Alerts widget updates in real time and shows the number of items that meet each condition. Click any alert to open a related report. Below are key alerts to help you manage absences, attendance, staffing, and classes.

- **2-3 Absences in last 14 days** and **4+ Absences in last 30 days**
  - Click to open the **Absences-Makeups** or **Student Attendance** report (based on your track settings), which shows students with repeat absences in the same class.
- **Substitutes next 30 days**
  - Click to open the Substitutes report filtered for the next 30 days. Clear the filter to **view all substitutes**. Note: If a substitute has been marked as Assign Later, this alert appears under *Critical Alerts*.
- **Classes with Incomplete Staff Portal Attendance (yesterday)**

    - Click to open the **Incomplete Portal Attendance** page, which shows the classes with incomplete attendance from the previous day.
- **Classes Past End Date To Archive**
    - Click to open the **Search Classes** report filtered for classes that have ended and need to be **archived**.
- **Active Staff Certifications Due (30 Days)** and **Active Staff Certifications Overdue**
    - Click to open the Staff Certifications page filtered for active staff **certifications** nearing expiration or overdue.
- **Scheduled Tasks next 30 days**
    - Click to open the **Task Management** page, which shows the automated scheduled tasks that will be executed within the next 30 days.

To view all alerts at once, click the **Resize** icon to adjust the size, or click the **Collapse**/**Expand** icons to collapse/expand a group of alerts. Check out our article **Personalize Your Executive Dashboard**.

Frequently Asked Questions

Q. *Can I change the number of days (X) displayed in the birthday alert?*

A. Yes! You can customize the *Birthdays Next X Days* field in your Dashboard Settings. At the top right of the Executive Dashboard, click **Dashboard Settings** and select **Birthdays** on the left menu to scroll to that section. Enter the number of days you want to watch for upcoming birthdays.

Q. *Why am I not seeing the Classes with Incomplete Staff Portal Attendance (yesterday) alert?*

A. This alert will not display on the Executive Dashboard if the previous day was a **closed date** in Jackrabbit.