

View absence alerts on the Executive Dashboard using Compact View [Share](#)


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Issue/Question





Where do I find the absence alerts on the new dashboard with the compact view?

Resolution




On the Executive Dashboard, in Compact View, alerts are sorted by urgency – critical, mild, or none. When there are absences to review, they appear in the Mild Alerts section with a badge indicating how many repeat absences were detected. If there are no absences for either alert type, the alert appears in the No Alerts section with a zero badge.

 **Alerts**




Critical Alerts

-  Classes Past End Date To Archive
-  Items at or below Re-Order Alert Qty
-  Classes with Incomplete Staff Portal Attendance (yesterday)
-  Active Staff Certifications Overdue

Mild Alerts

-  2-3 Absences in last 14 days 
-  Scheduled Tasks next 30 days

No Alerts

-  Waitlists for Classes with Openings
-  Incomplete Time Entries
-  4+ Absences in last 30 days 