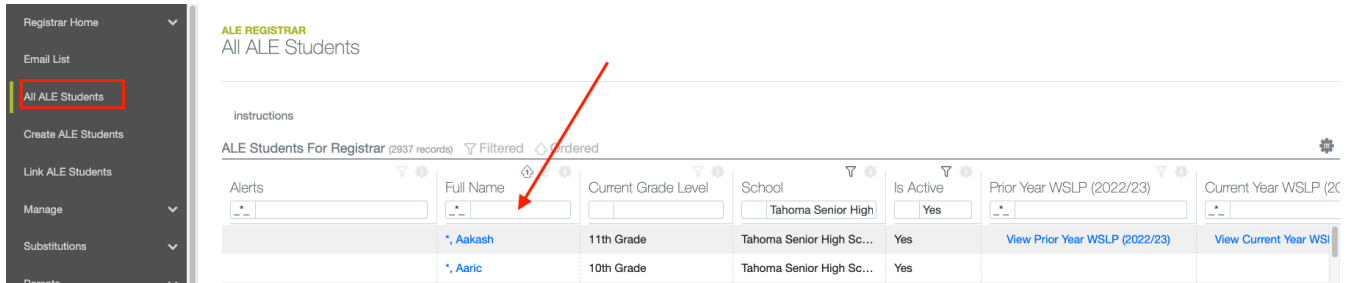


ALE Adding and Removing “Scanner Alerts” V2

A scanner alert is an option you can set that appears when you scan students into your building. Programs that do not scan students into their building can still use it to flag students. You can add a scanner alert or STOP to a student following these steps.

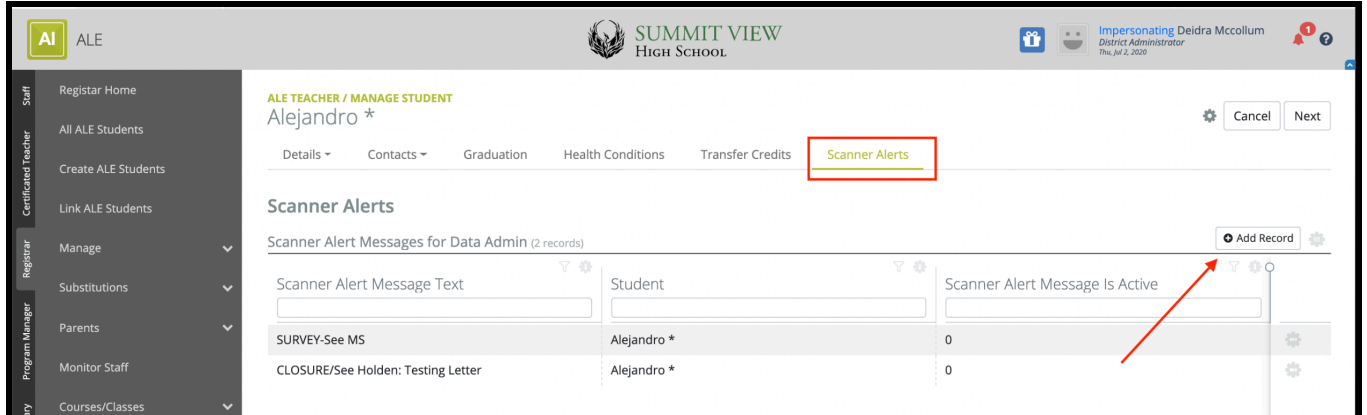
1. Go to **All ALE Students** in the left navigation menu.
2. Use the **filters** in the name column to find the student you wish to add or remove.



The screenshot shows the 'All ALE Students' page for an ALE REGISTRAR. The left navigation menu has 'All ALE Students' highlighted. The main content area shows a table of students with columns for Alerts, Full Name, Current Grade Level, School, Is Active, Prior Year WSLP (2022/23), and Current Year WSLP (2023). A red arrow points to the 'Full Name' column header.

Alerts	Full Name	Current Grade Level	School	Is Active	Prior Year WSLP (2022/23)	Current Year WSLP (2023)
	*, Aakash	11th Grade	Tahoma Senior High Sc...	Yes	View Prior Year WSLP (2022/23)	View Current Year WSLP (2023)
	*, Aaric	10th Grade	Tahoma Senior High Sc...	Yes		

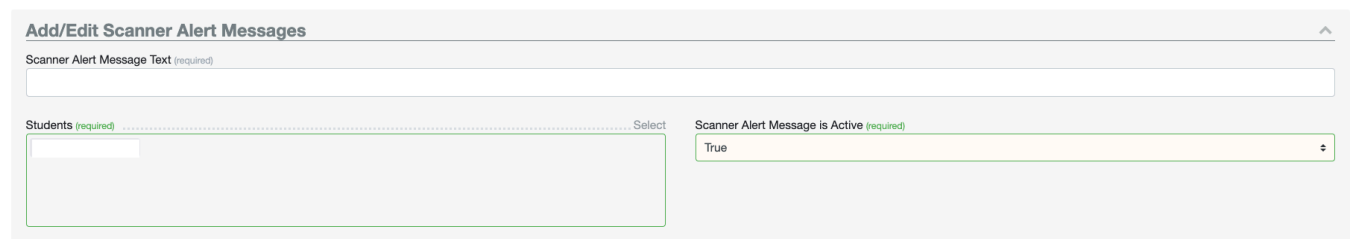
3. Click on their name to open the **Manage Student** interface for that student, then click on the **Scanner Alerts** tab.
4. You can add a new alert by clicking **Add Record** in the top-right corner.



The screenshot shows the 'Manage Student' interface for Alejandro. The 'Scanner Alerts' tab is highlighted. The 'Scanner Alerts' section shows a table of existing alerts and an 'Add Record' button. A red arrow points to the 'Add Record' button.

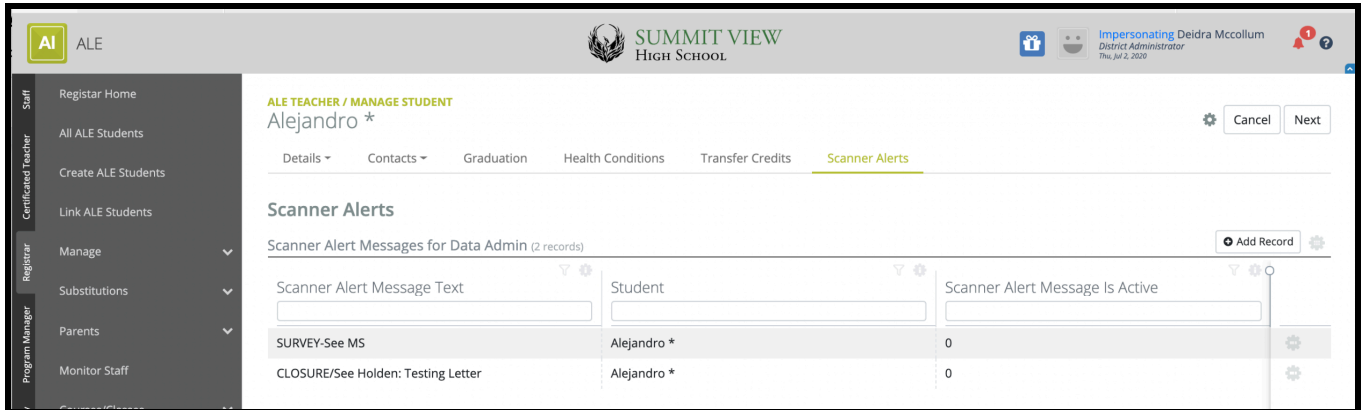
Scanner Alert Message Text	Student	Scanner Alert Message Is Active
SURVEY-See MS	Alejandro *	0
CLOSURE/See Holden: Testing Letter	Alejandro *	0

5. The **Add Record** modal will open, where the **Student (Required)** will be auto-selected, and the **Scanner Message is Active (Required)** selector defaults to **True**. Enter the **Scanner Alert Message Text (Required)** and hit **Add**.



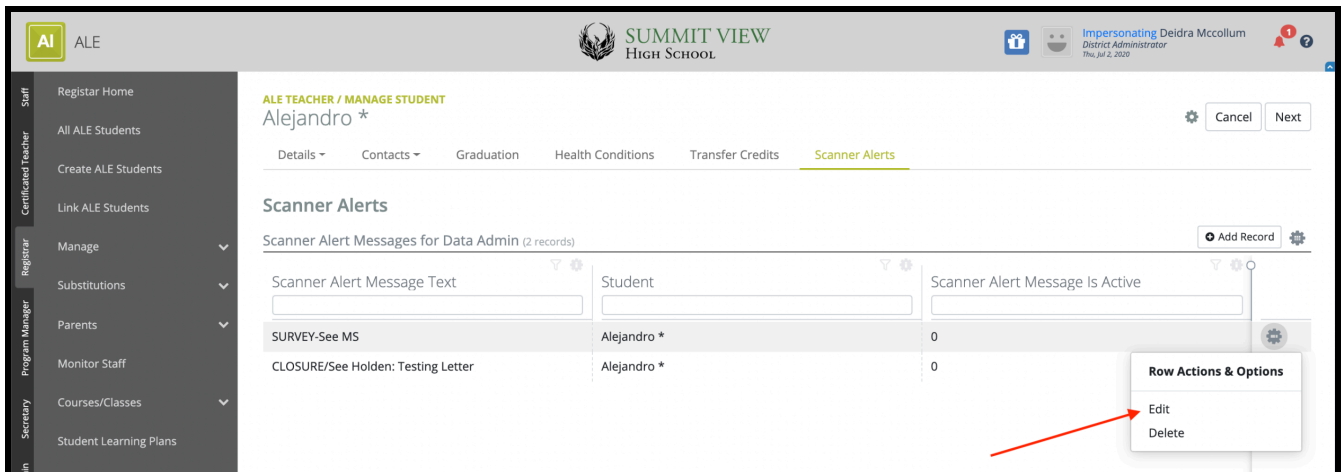
The screenshot shows the 'Add/Edit Scanner Alert Messages' modal. The 'Scanner Alert Message Text (required)' field is empty. The 'Students (required)' dropdown is empty. The 'Scanner Alert Message is Active (required)' dropdown is set to 'True'.

6. You will now see an active Scanner Alert for the student, displayed in a table.

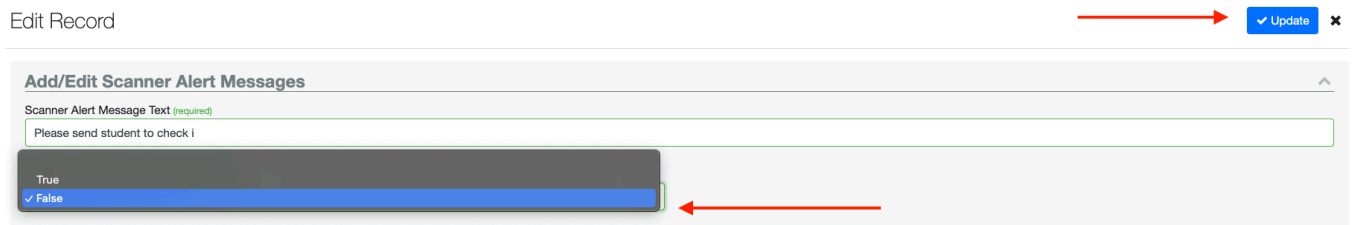


7. Multiple scanner alerts can be applied to the same student, and all will display.

8. You can inactivate (yet retain) an alert by clicking on the **Row Action & Options** gear next to the alert and choosing **Edit**.

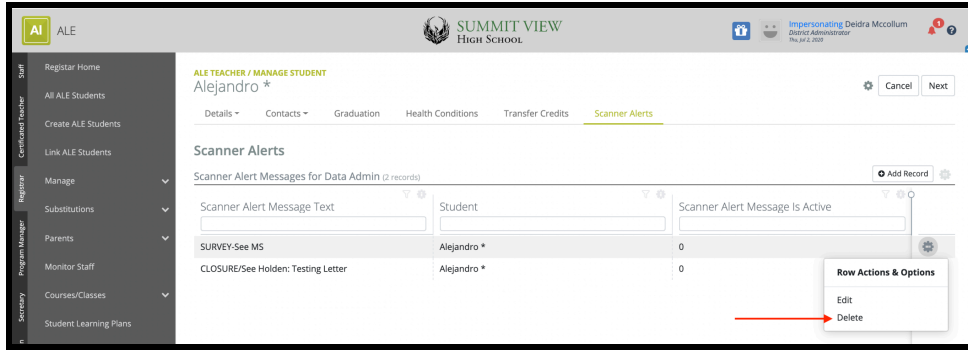


9. Set the "Scanner Alert Message is Active" toggle to False, then click **Update** in the top-right corner.

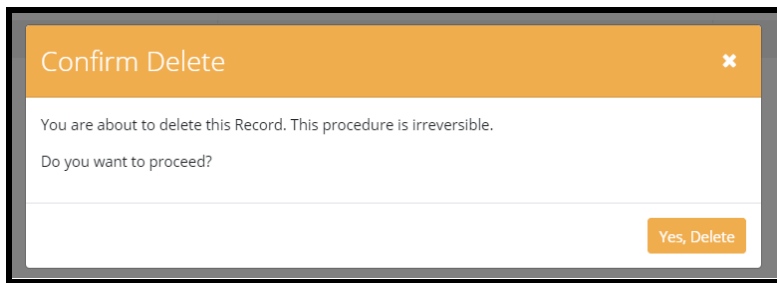


10. The scanner alert will no longer display, but is retained for future use.

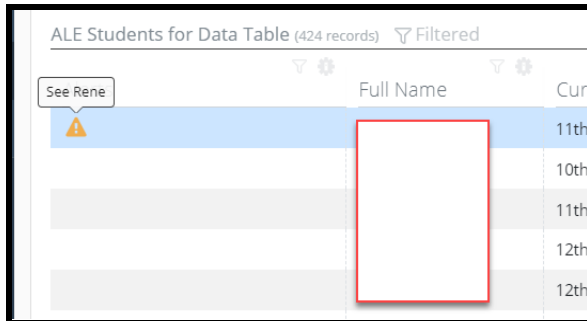
11. To completely remove a scanner alert, click the **Row Action & Options** gear next to the alert, then choose **Delete**.



12. You will see a warning confirming that you want to remove the alert, as **this step is irreversible**. Click **Yes Delete** when you're ready.



13. On the **All ALE Students** page, a column to the far left will display only if one or more students have an active alert with a warning icon.



14. By hovering over the icon, you can see the alert text. You can also search the text in the alerts using the filter and search icon at the top of the column.

