

HOW TO SET UP ALERTS IN CALJOBS

Alerts are a helpful feature for case managers. AJCC Staff should set up alerts in CalJOBS to receive notifications about specific upcoming dates. In order to prevent customer activities from “System Closing” or Applications from “Soft Exiting” prematurely, AJCC staff need to set their “Alerts” in CalJOBS. The following screen shots show how to set Alerts for a staff person’s caseload.

Click the link below to view the guide:

https://scribhow.com/shared/Setting_Up_Alerts_in_CalJOBS__I2_BRYuvQOIP_3Gzj-7KQ

[See Guide HERE](#)

