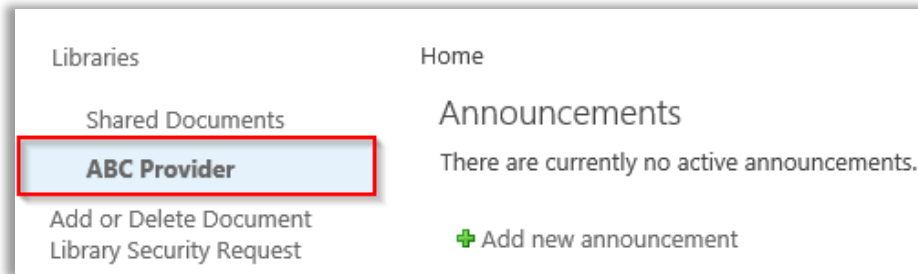
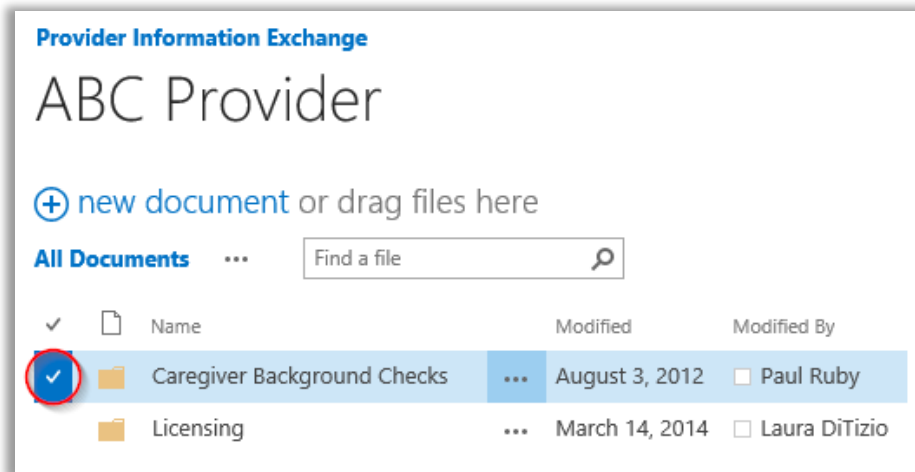


How do I set up an alert in PIE?

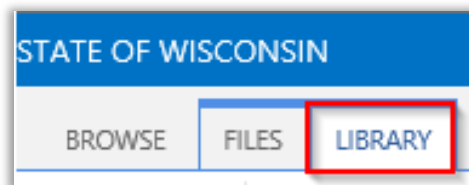
1. Log into the PIE system by clicking the following link, or cutting and pasting it into a browser:
<https://share.dcf.wisconsin.gov/pie/default.aspx>
2. Select Forms Authentication from the drop down. Enter your username (do not enter WIEXT\) and password. Check the box 'Sign me in automatically,' then click Sign In.
3. Navigate to the area of the site where you would like to be alerted if something changes. For example, if you are responsible for uploading the Caregiver Background Check information for the facility, you may want to know when a document is uploaded to that folder in your facility's document library.
4. Click on your facility's document library.



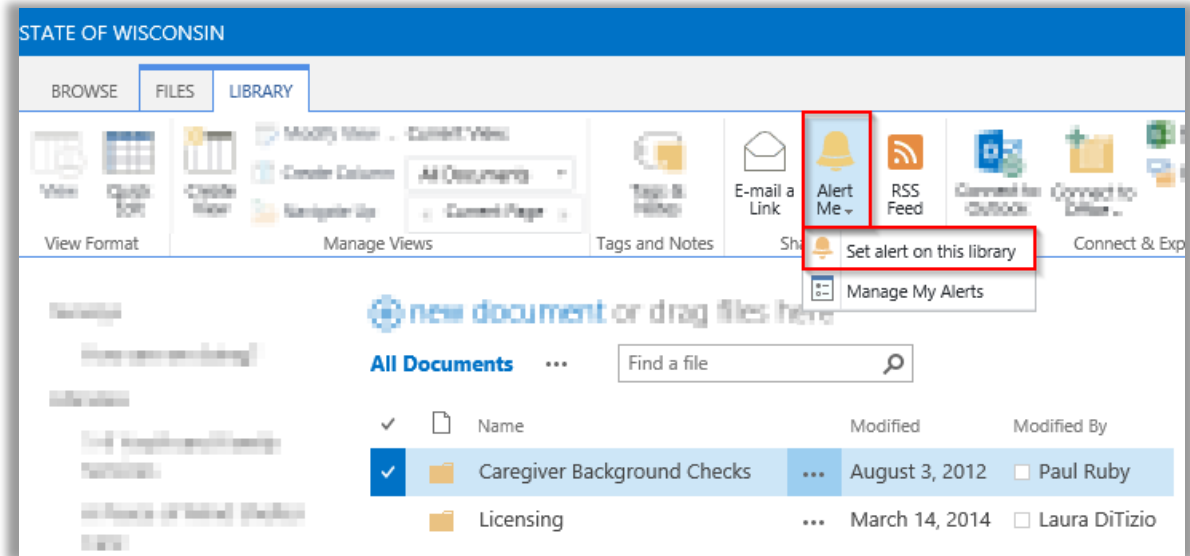
5. Move your cursor to position it to the left of the folder you'd like to be notified of if changes are made inside of it. When the check appears, click on it. It will turn dark blue.



6. At the top of the page, click the Library tab to expand the menu.



7. On the library menu, click Alert Me, then select Set alert on this library.



8. Fill out the Alert Form. The **Alert Title** will be the title of the alert email you receive when something changes. **Change Type** allows you to specify which changes should trigger the alert. **Send Alerts for These changes** allows you to further edit the types of changes you should be notified on. **When to Send Alerts** allows you to specify how often alerts are sent - immediately, daily summary, or weekly summary of changes. Click OK and your alert will be set.

The screenshot shows the 'Alert Form' with the following fields and options highlighted in red:

- Alert Title:** A text input field containing 'ABC Provider'.
- Delivery Method:** The 'Send me alerts by:' section has 'E-mail' selected with the email address 'mailto:abc.provider@wisconsin.gov'. 'Text Message (SMS)' and 'Send URL in text message (SMS)' are unselected.
- Change Type:** The 'Only send me alerts when:' section has 'All changes' selected. 'New items are added', 'Existing items are modified', and 'Items are deleted' are unselected.
- Send Alerts for These Changes:** The 'Send me an alert when:' section has 'Anything changes' selected. 'Someone else changes a document', 'Someone else changes a document created by me', and 'Someone else changes a document last modified by me' are unselected.
- When to Send Alerts:** The 'When to Send Alerts' section has 'Send notification immediately' selected. 'Send a daily summary' and 'Send a weekly summary' are unselected. Below this, the 'Time:' field is set to 'Tuesday' and '4:00 PM'.

Buttons for 'OK' and 'Cancel' are located at the top right of the form.