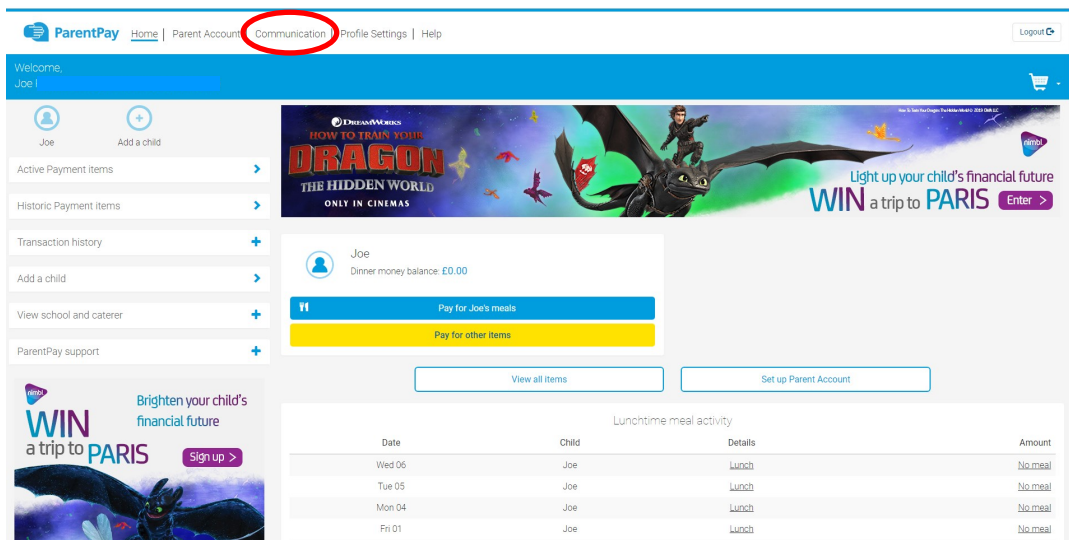
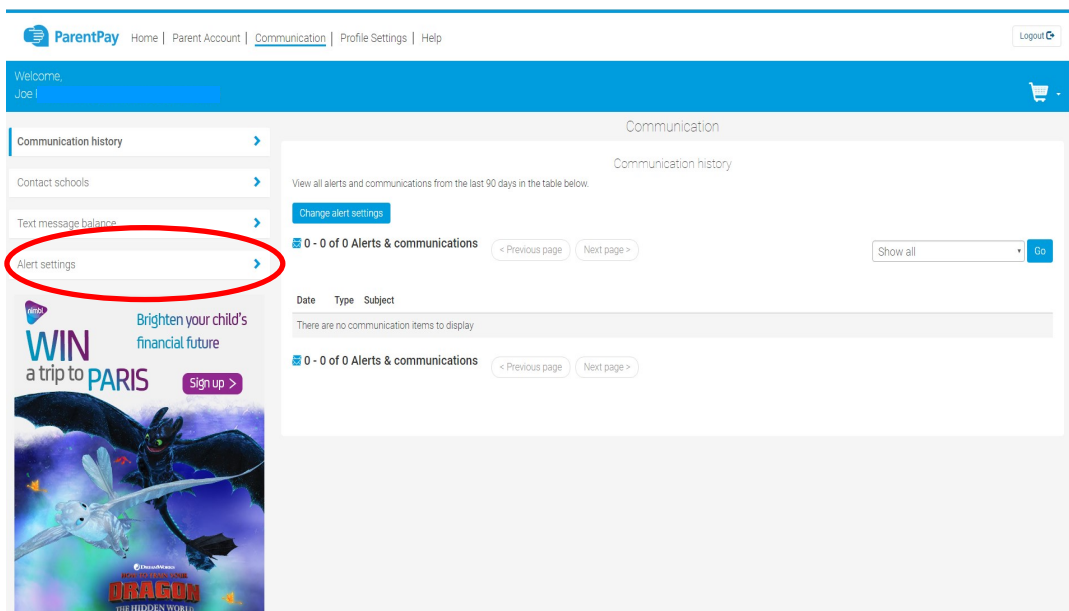


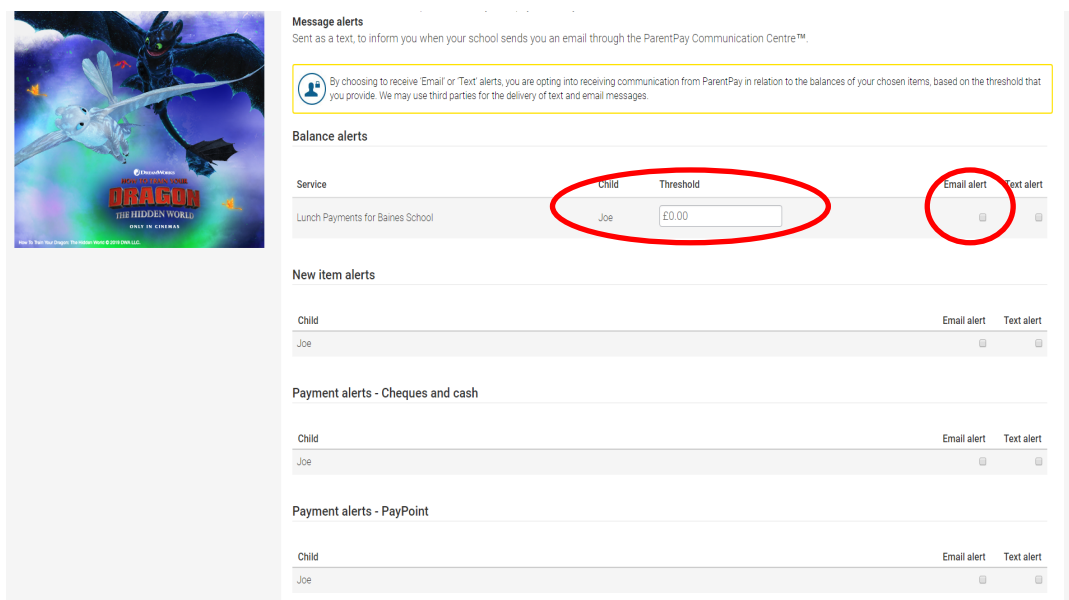
Balance and other alerts



Click the tab at the top of the screen that says “Communication”



Click the tab on the left that says “Alert Settings”



Here you can see the different types of alerts you will receive. To set up alerts for low balances, enter the amount over money you wish to be alerted at in the threshold box eg £1. Click the box that says email alert.

(Do not click text alerts as the school is not using this alert function)

Other email alerts are available if you wish to enable them, just click the email alert button next to the alert.