/iew/Add Alerts From Follow Up

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ollow the steps below to view/add an alert from a follow up.

1. Select **Claim** > **Follow Up Management**.
2. Enter your **Search Criteria** or Load a **Search Filter**.
3. Click on a line item to open up a specific claim.
4. Click the **Alerts** tab from the side panel.
5. Click **Add Alert**.
6. **Write the message** you would like to have appear in the alert pop-up.
7. Use the **Display Options** boxes to determine when you would like the alert to appear.

   > For more information on the Display Options, reference the **Alert Display Options Help Article.**

8. The **Effective Date Range** allows you to set how long the alert should remain active.
9. Click **Done** to add your alert.
10. Click **Save**.

   > Reduce the amount of clicks when saving by using the Save button's drop-down arrow to update this claim and move onto another record or return back to your search results.