Simple Alerts		
This crib sheet explains how to add, delete & view simple alerts in Evolve		
Add New Alert		
Open the patient record		
From the Patient Menu select Manage Alerts	Image: Sevent and the sevent and t	
To add a new alert click on Add New	Alerts There are no custom alerts for this patient. Add New Close	
Click on the drop down list for Type and choose the appropriate alert		
Enter a Description as required and click on Save	Alerts Type: Clinical Trial Description: Clinical Trial Care Plan Do Not Resuscitate Living Will Organ Donor Power of Attorney Safeguarding Safe Cancer	
The newly created alert will appear with the Name , Description , Added By and Added On . From this box you can choose to add another alert by clicking on Add New or click on Close to close the box	Alerts Added By Added On Vame Description Added By Added On Living Please see notes for details. Ely-Harris Marc (Western Sussex 05/03/2021 Will Added New Close V	
Viewing an Alert		

Simple Alerts		
Open the patient record	Alerts are highlighted to the user by a pop-up when the patient record is opened Current Alerts Added By Added On Living Please see notes for Ely-Harris Marc (Western Sussex User Suppress alerts for this patient for this session 05/03/2021	
	There is an option to suppress the alert pop-up after the first instance for the duration of a session (i.e. the pop up will appear the first time a patient record is opened, but not subsequently, until the user logs off and then logs in again)	
Tick Supress alerts for this patient for this session and click on the Close button.		
Alerts are also highlighted to the user by an alert icon on the patient banner	▲ Nut, Hazel ▲ Living Will	
To view the alert, click on the Alerts Icon on the patient banner and click on the alert		
After viewing the alert details, click on the Close button	View Alert Name: Living Will	
	Description: Please see notes for details.	
	Added By: Ely-harrisM@sussex.nhs.uk	
	Added On: 05/03/2021	
	Close	
	Deleting an Alert	

Simple Alerts		
From the Patient Menu select Manage Alerts	 Further Information Generate Coversheet Upload Document Create Paper Forms Add to List Fill in a Form Manage Alerts 	
To delete an alert, click on the red cross X next to the alert name	Name Description Added By Added On Living Please see notes for details. Ely-Harris Marc (Western Sussex dots) 05/03/2021 Add New Close The second s	
Click on OK to confirm you want to delete the alert	Alerts Are you sure you want to delete Living Will alert? OK Cancel	
Click on Close to close the alerts box		