

User Permissions for Alerts on the Executive Dashboard

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There are several User Permissions related to Alerts on the Executive Dashboard that determine what actions a User can take.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review [Protect Your Account - User Permission Guidelines](#) for more information.

To adjust a User's permissions, go to the **Gear icon > Settings > Users & Permissions > User IDs** (click on a UserID) > **User Permissions** (left menu) to set the permissions. Note: If a User is logged in when changes are made to their permissions, they'll have to log out and back in for the changes to take effect.

View the Alerts Widget

All alerts require this permission to access the Alerts widget.

Category	User Permission	Enables access to
General	Dashboard - Alerts	Alerts widget on the Executive Dashboard.

Access Related Reports & Take Action

The alerts in the widget require different User Permissions to open the linked reports and clear actionable alerts.

Expand/Collapse All

Expand each section below to learn which permissions control the alert.

Classes with Incomplete Staff Portal Attendance (yesterday)

Category	User Permission	Enables access to
Staff	Time Card and Portal Settings tab	Take Action: Use the Portal Msg link to send a Staff Portal message.

Incomplete Time Entries

Category	User Permission	Enables access to
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Staff Portal	Manage Incomplete Time Entries	Take Action: Apply on Out-Time to incomplete time entries.
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Waitlists for Classes with Openings

Category	User Permission	Enables access to
Classes	View Classes	Take Action: Use the class links to open a Class record.
	Edit Waitlist	Take Action: Work with waitlists, including enrolling students.

Active Staff Certifications Due (30 Days) & Active Staff Certifications Overdue

Category	User Permission	Enables access to
Staff	Certifications tab and report	Access Report: Staff Certifications.
		Take Action: Edit certifications on the Staff Certifications tab in the Staff record.
	List Staff	Take Action: Use Staff > List Staff to locate and open a Staff record.

Classes Past End Date to Archive

Category	User Permission	Enables access to
Classes	View Classes	Take Action: Open a Class record.
	Archive (Terminate) Classes	Take Action: Use Classes > Archive Classes or the Archive Class button in the Class record.

Items at or below Re-Order Alert Qty

Category	User Permission	Enables access to
Store	View Store Reports	Access Report: Re-Order Alert Quantity.
	Add/Edit Items	Take Action: Use a link in the Re-Order Alert Quantity report to open and edit an Item.

2 - 3 Absences in the last 14 days

Category	User Permission	Enables access to
Reports	Absence/Make-Up Report	Access Report: Absences-Makeups.

4+ Absences in last 30 days

Category	User Permission	Enables access to
Reports	Absence/Make-Up Report	Access Report: Absences-Makeups.

Scheduled Trials (Enroll Type=Trial)

Category	User Permission	Enables access to
Reports	Enroll History	Access Report: Enroll History.

Scheduled Emails

Category	User Permission	Enables access to
Reports	Emails - Scheduled	Access Report: Scheduled Emails.

Substitutes next 30 days

Category	User Permission	Enables access to
Classes	Manage Substitutes	Access Report: Substitutes.



See [Permissions for Jackrabbit Users](#) for more information.

