

Creating An Alert Group

Navigation

Alert group creation can be accessed from the [Alert Groups](#) page.

Overview

Here you can create an alert group which defines what actions will be taken when an alert is triggered.

Create Alertgroup

Name *

Alert Group 1

1 User 1

+

Schedules

User

Minutes

Custom

Hours

00

Minutes

01

Actions

Type

+

Actions

Information

Enabled

Cancel

Submit

Editing The Name

Here you can change your alert group name. This will affect how it is displayed during selection.

Create Alertgroup

Name *

Alert Group 1

1

User 1

+

Schedules

User

Minutes

Custom

Hours

00

Minutes

01

Actions

Type

+

Actions	Information	Enabled
---------	-------------	---------

Cancel

Submit

Adding An Escalation Event

Clicking on the event name will allow you to edit the event. Clicking the '+' button will allow you to add an escalation. Up to 3 escalations are allowed.

Create Alertgroup

Name *

Alert Group 1

1

User 1

+

Schedules

User

Minutes

Custom

Hours

00

Minutes

01

Actions

Type

+

Actions	Information	Enabled
---------	-------------	---------

Cancel

Submit

Adding A User

Clicking on the 'User' drop down will allow you to select a user from your company. This will be the user who gets alerted.

Clicking on any of the duration drop downs will allow you to define the time after which the user will receive the alert.

By default, the first user will have a 1 minute delay. Subsequent users will allow for a delay to be defined and that will determine the time period between when the next user will receive the alert from the previous user.

Create Alertgroup

Name *

Alert Group 1

1 User 1 +

Schedules

User	Minutes	Hours	Minutes
Custom	00	01	

Actions

Type +

Actions	Information	Enabled
---------	-------------	---------

Cancel Submit

Adding Actions

Adding actions defines what type of alerts the selected user will receive. These can be selected from the drop down menu and added using the '+' button. Multiple actions can also be added.

Create Alertgroup

Name *

Alert Group 1

1

User 1

+

Schedules

User

User 1

Minutes

Custom

Hours

00

Minutes

01

Actions

Type

Buzzer

SMS

Email

Telegram

External Emails

Information

Enabled

Cancel

Submit

These actions will then be added to the table. Actions can also be enabled or deleted.

Create Alertgroup

Name *

Alert Group 1

1

User 1

+

Schedules

User

User 1

Minutes

Custom

Hours

00

Minutes

01

Actions

Type

+

Actions	Information	Enabled	
Email	demo@ikas.co.za	☒	
Buzzer		☒	

Cancel

Submit

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