

Managing Your Alerts (SLA Online)

There have been some comments regarding the amount of emails that users have been receiving from SLA Online (S4S Service).

If you wish to change your alerts, please adjust as follows:

1. Log into SLA Online
2. Under your name in the top right hand corner of the screen, click on 'my alerts'
3. You will then see listed 'management alerts' & 'alerts for your area of interest'
4. Management alerts have been set as 'ASAP'. You can amend as required, but it is not advisable to select the 'No' option unless there is another user within your establishment who is in receipt of the same information.

For example, if a colleague is responsible for booking training and also has the appropriate check-out rights then it may be more relevant for them to receive the email alerts regarding training.

5. Regarding 'Alerts for your area of interest', these can be reduced to 'weekly' or removed altogether if required.
6. After making adjustments, click 'Save'.

Please note that if selecting 'No' for any alerts it would be advisable to either allocate to another individual within the school or access SLA Online on a regular basis to ensure that relevant information is not missed.

If you require further information please contact the S4S Team on s4s@norfolk.gov.uk