

How to Manage Website Alerts

A step-by-step guide to configuring, publishing, and managing site notifications in your CMS

Accessing the CMS Alerts

1 Navigate to the Website Preview

Log into your RemedyConnect dashboard. At the bottom of your website click **Website Admin**, then login. On the left-hand navigation menu, click **Preview Website**. Wait a moment to ensure the top and side banners of your website load completely.

2 Open the Alerts Menu

On the left-hand sidebar, locate and click on **CMS** to expand the options. From the expanded list, click **Collections**, and then select **Alerts**. This will open the main dashboard for all active and inactive alerts.

Creating and Managing Alerts

3 Toggle Alert Visibility

You do not always need to delete alerts when they are no longer immediately relevant. To quickly hide or show an existing alert, click the **orange eyeball icon** next to the respective alert in the list. This is useful for recurring notifications.

4 Add a New Alert

To create a brand new alert, click the **+ (Plus) button** located at the bottom left of the Alerts list. This will generate a new row for your alert configuration.

5 Edit Alert Content

Click the **Edit Pencil icon** on the alert row to open the configuration window. Fill out the following fields to customize your message:

- **Title:** A brief title (ex: "Holiday Closure").
- **Message:** The main text displayed to users (ex: "We will be closed today.").
- **Button Text:** If you want the alert to link somewhere, specify the button's label here, this can be an internal or external link (ex: "After Hours").
- **Button Link:** Paste the exact URL from your website that the button should redirect to.

Auto-Save Feature: Once you have finished entering your information, simply click the **X** in the top right of the editing window. The CMS will automatically save your changes to the draft state.

Publishing and Maintenance

6 Publish Changes to Live Site

Any edits, toggles, or new alerts created remain in a draft state until published. To push your changes to the live website, click the orange/red **Republish** button located in the absolute top right corner of the browser window. Once clicked, all modifications will be visible to your site visitors.

7 Delete an Alert

If an alert is obsolete and you wish to remove it entirely from the system:

- Click the checkbox on the far left of the alert's row to select it.
- Click the **Delete** button that appears at the top of the list.
- A confirmation prompt will appear. Click **Yes** to permanently remove the selected data from your site.