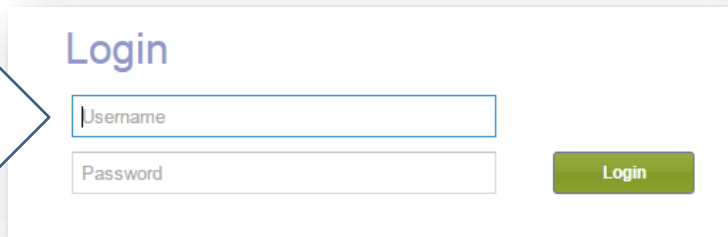


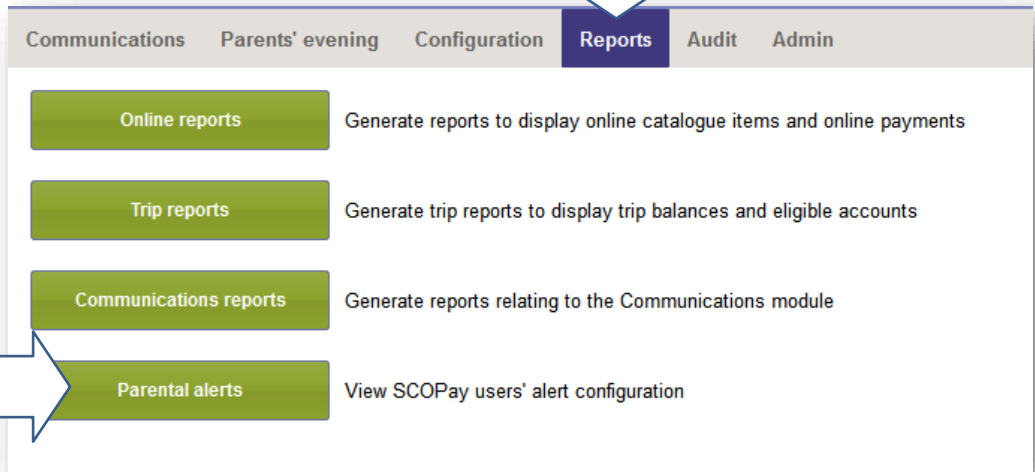
How do I check what Alerts has a Parent configured?

Go to the Online Payments Website
www.scopay.com/UserWebapp

1. Log in with your school admin
Username and **Password**

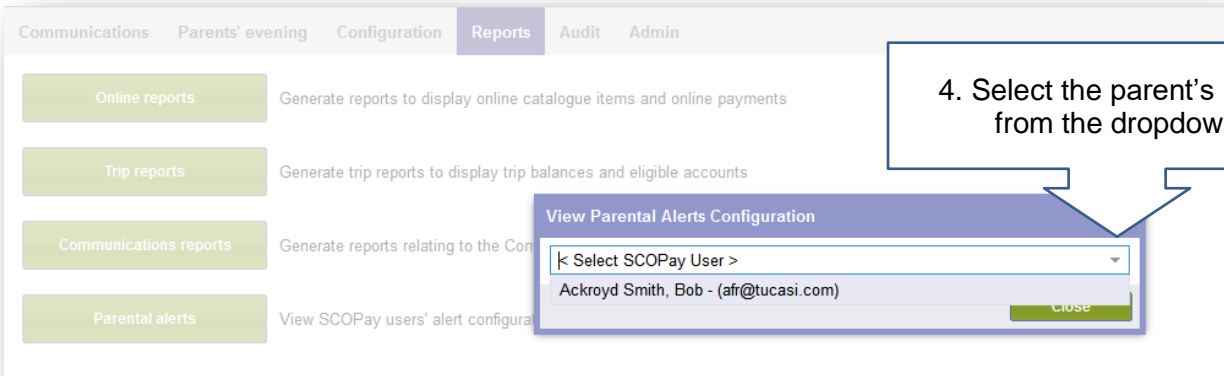


2. Click on **Reports** tab



Report Category	Description
Online reports	Generate reports to display online catalogue items and online payments
Trip reports	Generate trip reports to display trip balances and eligible accounts
Communications reports	Generate reports relating to the Communications module
Parental alerts	View SCOPay users' alert configuration

3. Select **Parental alerts**



4. Select the parent's name from the dropdown

You will be able to view the alert settings that the parent has configured.

Please note that the alerts are controlled by the parents so any adjustments need to be done by them via **Alerts** on their online **scopay.com** account.

View Parental Alerts Configuration

Ackroyd Smith, Bob - (afr@tucasi.com)

Bob Ackroyd Smith
afr@tucasi.com

None Email

Alert type	Receive	Email
Account balances ? Send alerts when balance is below <input type="text" value="£5.00"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New trip or event available ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New product available ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parents' evening invitation ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parents' evening reminder ? Send alert <input type="text" value="1"/> day(s) before the meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Close