

# ENSURE CRITICAL MESSAGES ARE SEEN WITH PORTAL ALERTS

## **A simple, effective way to deliver and track important employee communications directly within the PrestigePRO Employee Portal.**

Portal Alerts deliver brief, targeted messages to employees the moment they log in to the PrestigePRO Employee Portal helping ensure critical updates are seen, acknowledged, and acted on.

Instead of relying solely on email, Portal Alerts provide a more direct and reliable way to communicate time sensitive information while supporting compliance and employee engagement.

### **Why Use Portal Alerts?**

- Deliver time sensitive updates directly at employee login
- Target communications to specific employee groups (by location, status, or other criteria)
- Keep important notices visible until employees acknowledge them
- Capture electronic acknowledgments or signatures when required

### **Key Features**

- Flexible timing: Publish immediately or schedule for a future date
- Acknowledgement options: Allow simple dismissal or require acknowledgment before proceeding
- Document support: Attach policies or notices and capture electronic acknowledgement or signatures

### **Built In Tracking & Reporting**

- Track who has viewed, acknowledged, or signed
- Access clear, audit ready reporting with employee names, dates, and status
- Support follow up actions and compliance with at a glance visibility

### **Need Further Help and Assistance?**

Considering Portal Alerts for upcoming communication? Your Human Resources Business Partner can help you determine the best approach, audience, and settings to ensure your message reaches employees effectively.