

Lesson 27: Handling Alerts and Exceptions

In this lesson the user will learn how to handle Alerts and Exceptions

1. Log in to ICBS-R using your assigned User name and Password
2. On the home page, you will notice that on the left side of the screen there is an area titled “Queues”
3. Choose under the Queue heading “Default.”
4. On the ensuing page, choose a hyperlink and click on it.
5. On the “Alert Detail Screen that shows, you can see on the “Alert” task bar, different tasks that the Manager can assign to different individuals