

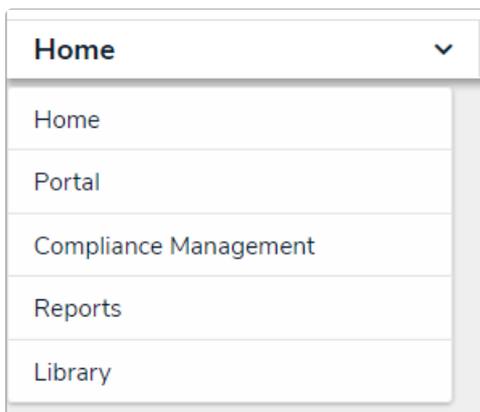
Create an Alert

Last Modified on 05/11/2021 5:50 pm EDT

Alerts are important updates to compliance frameworks that can range from content updates and enhancements to bill readings. While the content team is most likely to create alerts, the compliance team can create them by following the below steps.

To create an alert:

1. Log into a user account that's been added to the **Compliance Team** user group.
2. Click the dropdown bar in the nav bar > **Compliance Management** to display the **Determine Applicability** activity.



The Compliance Management activity in the nav bar.

3. Navigate to the **Alerts** activity.

RESOLVER (+) (Q) (ooo) (Settings) (Help) (User)

Compliance Management (v) Determine Applicability Document Controls Assess Risk Remediation ...

Alerts

Alerts

All alerts can be viewed and reported on within this section. Regulatory alerts inform the RCM team about upcoming and current regulatory changes.

+ CREATE ALERT

Alert Overview Report

Review all active alerts.

AC-1 Alert Catalogue Active

Alerts in Progress (Q Search...)

The following regulatory alerts require action.

A-1 Information Regarding Recent Regulatory Changes Action Required

On March 13, 2020, the Office of the Superintendent of Financial Institutions announced measures to support the resilience of financial institutions in response to challenges posed by COVID-19 and current market conditions. Effective March 13, 2020, OSFI lowered the Domestic Stability Buffer (DSB) by 1.25% of risk weig...

The Alerts activity.

4. Click **Create Alert**.

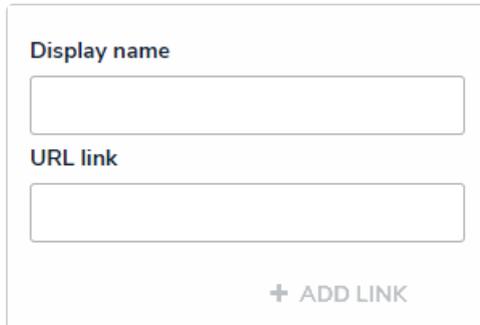
The screenshot shows a web form for creating a new alert. At the top, there is a blue header with the text 'Alert Creation'. Below this, the main heading is 'Create a New Alert' with a yellow badge 'A-XXX' to its right. The form is divided into several sections. The first section contains 'Alert Name' and 'Description' fields. The second section contains 'Alert Type' (a dropdown menu with 'Select one...' and a downward arrow) and 'Effective Date' (a date picker with a calendar icon and a downward arrow). The third section contains 'Name of Bill' (a text input field) and 'Date Released' (a date picker with a calendar icon and a downward arrow). The fourth section contains 'Type of Reading' (a dropdown menu with 'Select one...' and a downward arrow) and 'Date of Reading' (a date picker with a calendar icon and a downward arrow). The fifth section contains 'Guideline / Legislation' (a text input field) and 'Link to Guideline / Legislation' (a blue button with a white plus sign). The sixth section contains 'Link to Impact Analysis Statement' (a blue button with a white plus sign) and 'Link to Bill' (a blue button with a white plus sign).

The Create a New Alert form.

5. Enter the name of the alert in the **Alert Name** field.
6. **Optional:** Enter a description of the alert in the **Description** field.
7. Select the type of alert from the **Alert Type** dropdown list.
8. Select a date in the **Effective Date** field. Repeat this process with the **Date Released** and **Date of Reading** fields.
9. **Optional:** If applicable, type the name of the bill this alert applies to in the **Name of Bill** field.
10. **Optional:** If applicable, select which bill reading applies to this alert in the **Type of Reading** dropdown list.
11. **Optional:** If applicable, type the name of the Guideline or Legislation this alert applies to in the **Guideline / Legislation** field.

12. **Optional:** If applicable, click the + button next to the **Link to Guideline / Legislation** , **Link to Impact Analysis Statement** , or **Link to Bill** to open the Add Link dialogue.

- a. Enter the name to be displayed with the URL in the **Display name** field.
- b. Enter the URL to the legislation, impact analysis statement, or bill you wish to link to in the **URL link** field.
- c. Click + **ADD LINK**.



The Add Link dialogue box is a rectangular form with a light gray border. It contains two text input fields. The first field is labeled "Display name" and is empty. The second field is labeled "URL link" and is also empty. At the bottom right of the form, there is a button with a plus sign and the text "+ ADD LINK".

The Add Link dialogue.

13. **Optional:** Drag a file to or click on the **Blackline** field to add a file or link to the alert.

14. Click **Create**.