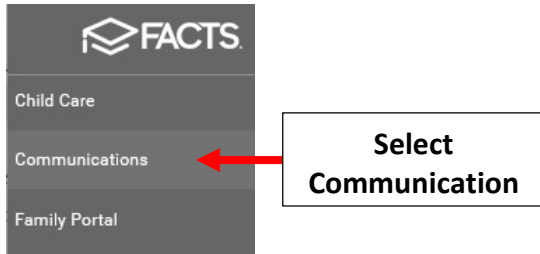


Delete a Parent Alert Created Today in FACTS SIS

Once logged into FACTS please select **Communications** from the Main Menu



Select **Parent Alert** from Create Email Message Dropdown



Select **Today's Alerts** than Select **"Cancel Alert"** to the Right of the Alert



Parent Alert - Today's Alerts

Parent Alert - Today's Alerts will display all alerts scheduled to be sent for the current day. Details about the alerts will also display including the creator of the alert, the subject, the time the alert was submitted, and the time the alert was scheduled.

Parent Alerts

Printed Date: 12/22/2021

Date Range: 12/22/2021 - 12/22/2021

Parent Alert ID	Staff	Subject	Type	Submitted (ET)	Scheduled (local)
83		Training Alert- To Delete	Email	12/22/2021 10:45:00	12/23/2021 14:30:00

Details
[Details](#)

[Cancel Alert](#)

Select
Cancel Alert