

# Delete a Parent Alert in FACTS SIS

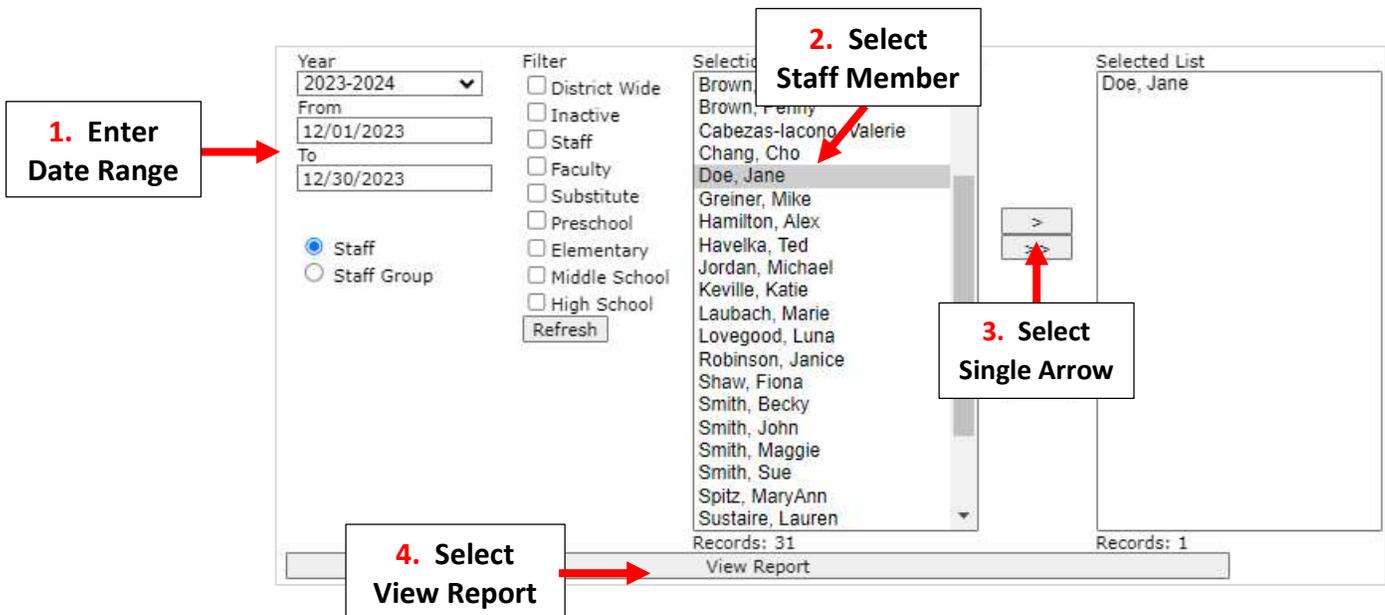
Once logged into FACTS please select **Report Manager**



Select **Administration > Parent Alert**



Enter **Date Range** \*From Date will be the Date the Alert Was Created\* Select **Staff Member** Alert was Created by and Select **Single Arrow** to Move to **Selected List**. Select **View Report**



## Select **Cancel Alert**

Parent Alerts				
Printed Date: 10/30/2023				
Date Range: 10/30/2023 - 11/30/2023				
Subject	Type	Submitted (ET)	Scheduled (local)	Details
November 1st Mass	Text Message	10/30/2023 08:39:00	10/30/2023 16:00:00	<a href="#">Details</a> <a href="#">Cancel Alert</a>

Select  
Cancel Alert



## Alert will Now Show as **Deleted**

Parent Alerts				
Printed Date: 10/30/2023				
Date Range: 10/30/2023 - 11/30/2023				
Subject	Type	Submitted (ET)	Scheduled (local)	Details
November 1st Mass	Text Message	10/30/2023 08:39:00	10/30/2023 16:00:00	<a href="#">Details</a> Canceled by Jane Doe at 01/07/2024 - 14:22:00 (ET)

Alert is now  
Deleted

