

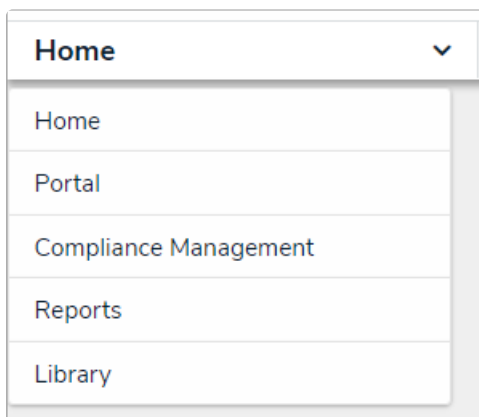
Create an Alert

Last Modified on 05/11/2021 3:49 pm MDT

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.

The screenshot shows the 'Alerts' section of the RESOLVER application. At the top, there is a navigation bar with the RESOLVER logo, a search bar, and icons for settings, help, and user profile. Below the navigation bar, there is a menu with 'Compliance Management' selected, and sub-menu items: 'Determine Applicability', 'Document Controls', 'Assess Risk', and 'Remediation'. The main content area is titled 'Alerts' and contains three sections: 1. 'Alerts' section with a description: 'All alerts can be viewed and reported on within this section. Regulatory alerts inform the RCM team about upcoming and current regulatory changes.' and a '+ CREATE ALERT' button. 2. 'Alert Overview Report' section with the text 'Review all active alerts.' and a card for 'AC-1 Alert Catalogue' with an 'Active' status tag. 3. 'Alerts in Progress' section with a search bar and the text 'The following regulatory alerts require action.' Below this, there is a card for 'A-1 Information Regarding Recent Regulatory Changes' with an 'Action Required' status tag and a detailed description: '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.

Alert Creation

Create a New Alert A-XXX

Alert Name

Description

Alert Type **Effective Date**

Select one... 📅

Name of Bill **Date Released**

📅

Type of Reading **Date of Reading**

Select one... 📅

Guideline / Legislation **Link to Guideline / Legislation**

+

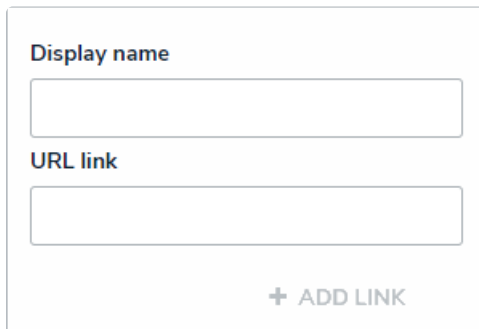
Link to Impact Analysis Statement **Link to Bill**

+

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 light gray rectangular area. 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 box, 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**.