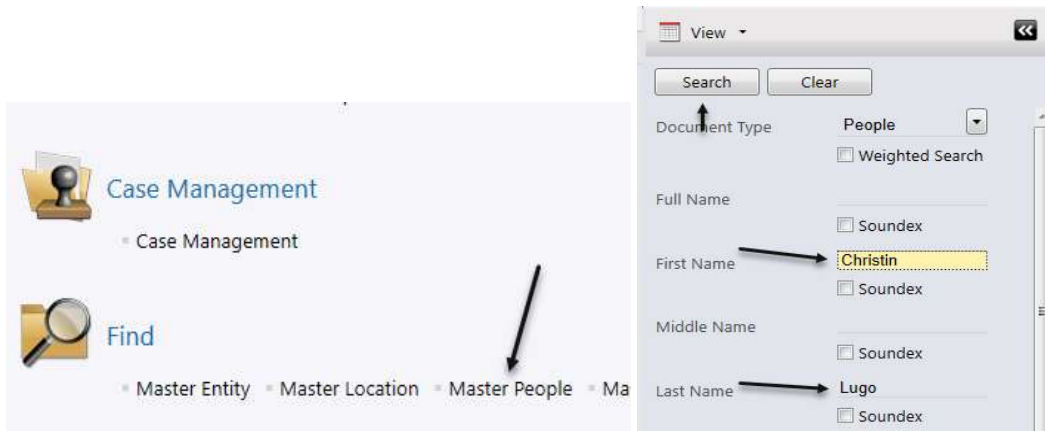


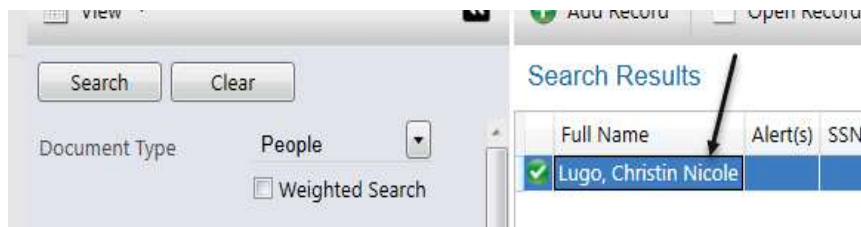


## Adding/Editing Alerts to a Master Person Record

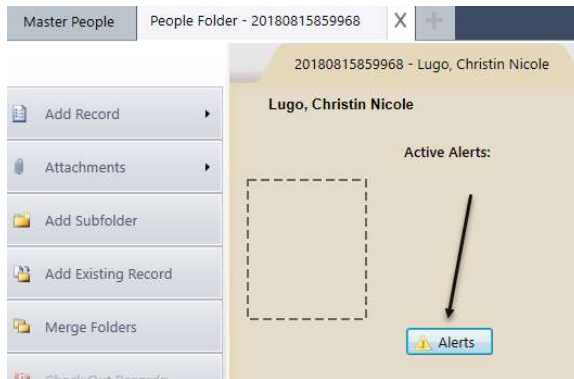
- Alerts added to a master record will be visible to users in other agencies who search that individual. To add the alert, click on Master People from the Lobby and enter in the search criteria on the left-hand side of the screen.



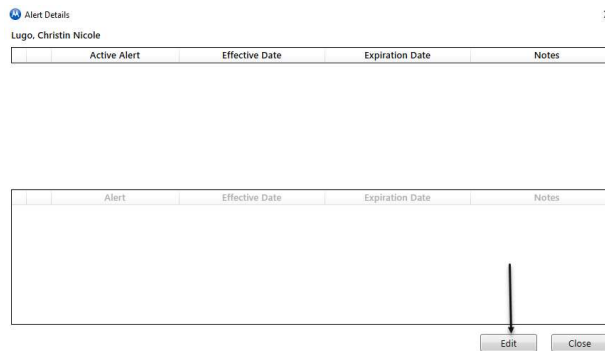
- Once results have populated, highlight the name and double click to open it.



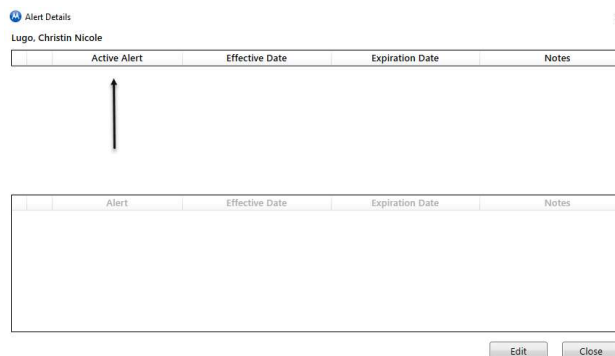
- Inside the master record folder click ALERTS to add or edit.



- Click EDIT to add a new alert.



- Next, click in the blank space under the words Active Alert.



- From the dropdown, select the type of alert you would like to place on the record. The effective date will auto populate to the date of entry, but may be edited. Enter an expiration date for the alert if applicable. Leaving the expiration date blank will cause the alert to stay active until someone enters an expiration date. Use the notes field for additional information. For example, if you entered a trespass alert, place the address they are barred from in this field. If you added a “notify on contact” alert, place a name and contact information in the notes field. When finished click save.

Alert Details

Lugo, Christin Nicole

Active Alert	Effective Date	Expiration Date	Notes
SU - Active Suspect	10/15/2019 10:21:56 AM		
WA - Active Warrant			
AS - Adult - SHO			
DE - Deceased			
DNA - DNA on File			
DV - Domestic Violence			
JS - Juvenile - SHO			
CN - Notify on Contact			
OSC - Office Safety Caution			
PR - Parolee			
RO - Registered Offender			
SX - Sex Offender			
SP - State Probation			
TP - Trespass List			
UNIV - Universal Precautions			

Save Close

If you have any questions regarding the system, please contact the SRMS staff at:

**517-335-SRMS (7767)**

**MSPSRMS@MICHIGAN.GOV**