Creating an Alert in PIE

1. Log into the PIE system by clicking the following link, or cutting and pasting it into a browser.
   https://share.dcf.wisconsin.gov/pie/default.aspx

2. When prompted for user name and password, in the username field type wiext\(\text{your Wisconsin User Name}\) and in the password field your password. Click OK.

3. If everything was entered correctly, you will be brought to the PIE Home Page.

4. Navigate to the area of the site where you would like to be alerted if something changes. For example, if you are the Caregiver Background Check Lead for your facility, you may want to know when a document is uploaded to that folder in your facility’s document library.

5. Click on your facility’s document library.

6. Move your cursor to position it in front of the folder you’d like to be notified on if changes are made inside it. When the checkbox appears, click on it.
7. On the menu that appears at the top of the page, click Alert Me.

8. Select Set alert on this document.

9. Fill out the Alert Form. The alert title will be the title of the alert email you receive when something changes. Change type allows you to specify which changes should send the alert. Send alerts for these changes allows you to further edit the types of changes you should be notified on. When to send alerts allows you to specify how often alerts are sent, immediately, daily summary or weekly summary of changes. Press OK and your alert is set.